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ABSTRACT

These issues contain abstracts of research reports, literature reviews, conference proceedings, directories, project reports, and other documents describing work being done in the field of technical and further education in Australia. The issues contain 103 and 147 entries, respectively. Each entry contains the following information: a Technical and Further Education (TAFE) Clearinghouse accession number; the state from which the document originated; a state clearinghouse accession number; author, title, and publisher information; a format type; price and availability information; descriptors selected from the "Australian Thesaurus of Educational Terms" and "Glossary of TAFE Terms"; identifiers; and an abstract. Author and subject indexes are also provided. The following are among the subjects covered by the documents abstracted: access courses, adult Aboriginal education, college libraries, community colleges, community education, competency-based teacher education, educational needs, educational objectives, English for special purposes, equal opportunities (jobs), handicrafts, hospitality occupations, labor market, learning resources centers, library instruction, multicultural education, needs assessment, non-English speaking, TAFE, technicians, tertiary orientation program, trade courses, business education, career path follow-up, curriculum development, females, and the Participation and Equity Program. (MN)

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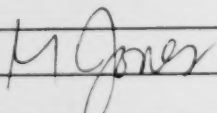
INITIATIVES IN TECHNICAL AND FURTHER EDUCATION
NUMBERS 9 AND 10

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**TAFE National Centre
for Research
and Development**

Initiatives in Technical and Further Education

Number 9



**National TAFE Clearinghouse
Australia**

National TAFE Clearinghouse

Australia, March 1985

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STATE, TERRITORY AND NATIONAL TAFE CLEARINGHOUSE ADDRESSES

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Darwin 5794 (089) 82 1514

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South Brisbane 4101 (07) 892 1902

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NATIONAL TAFE CLEARINGHOUSE
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and Development Ltd,
296 Payneham Road,
Payneham 5070 (08) 42 7905

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INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November 1978. The six State and two Territory Clearinghouses, linked together by the National TAFE Clearinghouse, are responsible for accessing documents and distributing copies of these in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into the present hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also.

The diagram below illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.

NETWORK OF TAFE CLEARINGHOUSES

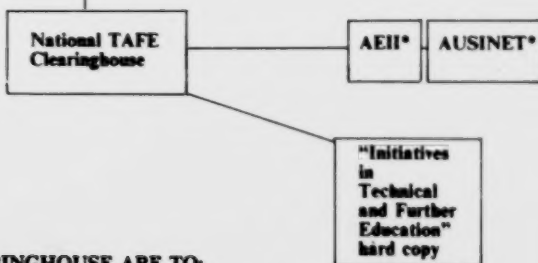
TAFE CLEARINGHOUSES

DATA BASES

State TAFE
Clearinghouses



National TAFE
Clearinghouse



*Includes TAFE Clearinghouse
entries

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initiatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initiatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. TAFE teachers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials of an innovative nature, which could include syllabus documents, student materials (including textbooks), teachers' guides, audio visual materials, materials for TAFE teacher education, and tests. (Only a limited number of curriculum materials can be accepted for publication in each issue of this booklet)
- Questionnaires, etc.
- Feasibility studies
- Catalogues of instructional materials
- Bibliographies

Only completed documents are accepted.

HOW TO USE THIS BOOKLET

LOCATION OF DOCUMENTS

Documents can be located by using the Author and/or Subject Indexes. These are arranged in alphabetical order with accession (TD) numbers of related documents listed under each entry.

REQUESTS FOR DOCUMENTS

Once documents have been located by either on-line or manual search, requests may be forwarded to the Clearinghouse in the State or Territory from which the document originated (see **Document Request Form opposite**), or, where the Clearinghouse is not involved in the distribution, requests may be forwarded, together with payment, if any, to the author/institute concerned.

METHODS OF SEARCHING

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AE11 data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

Descriptors

TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Australian Thesaurus of Educational Terms*, which constitutes an authoritative list of broad, narrow and related terms applied to the field of education, and the *Glossary of TAFE Terms*. The Australian Council for Educational Research (ACER) continually modifies the list of descriptors during the formation of the Australian Education Index publications while additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the *Australian Thesaurus of Educational Terms*, and for new terms, such as names of specific conferences, which have not previously been used. Both descriptors and identifiers have been used in the compilation of the Subject Index in this publication.

Glossary of TAFE Terms

A *Glossary of TAFE Terms* is being developed by the TAFE National Centre for Research and Development and forms the basis for usage of TAFE terms in publications put out by the Centre. Terms in this Glossary are consistent with those in the *Australian Thesaurus of Educational Terms*.

SEARCH REQUESTS

Some TAFE Clearinghouses are able, on request, to conduct on-line searches for TAFE documents.

HOW TO CONTRIBUTE

You may contribute to the TAFE Clearinghouse System by completing and forwarding a TAFE Clearinghouse Submission Form, together with **two copies** of your document, to the relevant State or Territory TAFE Clearinghouse. Forms may be obtained from your TAFE Clearinghouse, from TAFE Colleges, or may be photocopied from the sample in this booklet.

CLEARINGHOUSE LOAN

Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library Loan.

TAFE CLEARINGHOUSE DOCUMENT REQUEST FORM

- Before requesting a document through the Clearinghouse System, check first whether it is held by your local TAFE College Library or institutional library.
- Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library loan.
- Clearinghouse documents may be obtained by completing and forwarding this TAFE Clearinghouse Request Form to the Clearinghouse in the State or Territory in which the document originated.
- Where author(s) or institution(s) are cited in the Availability category of the Document Entry, apply directly to these at the address shown.
- Photocopies of this form may be used for requests for documents.

NATIONAL TAFE CLEARINGHOUSE DOCUMENT REQUEST FORM

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ADDRESS:

PLACE OF PUBLICATION:

SERIES:

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ABSTRACT (Brief description not exceeding 150 words. Include purpose, type of study, research sample, source treatment and presentation of data, findings, conclusions, special features, etc.):

NO. OF PAGES, NOTES, etc.:

SUGGESTED KEY WORDS:
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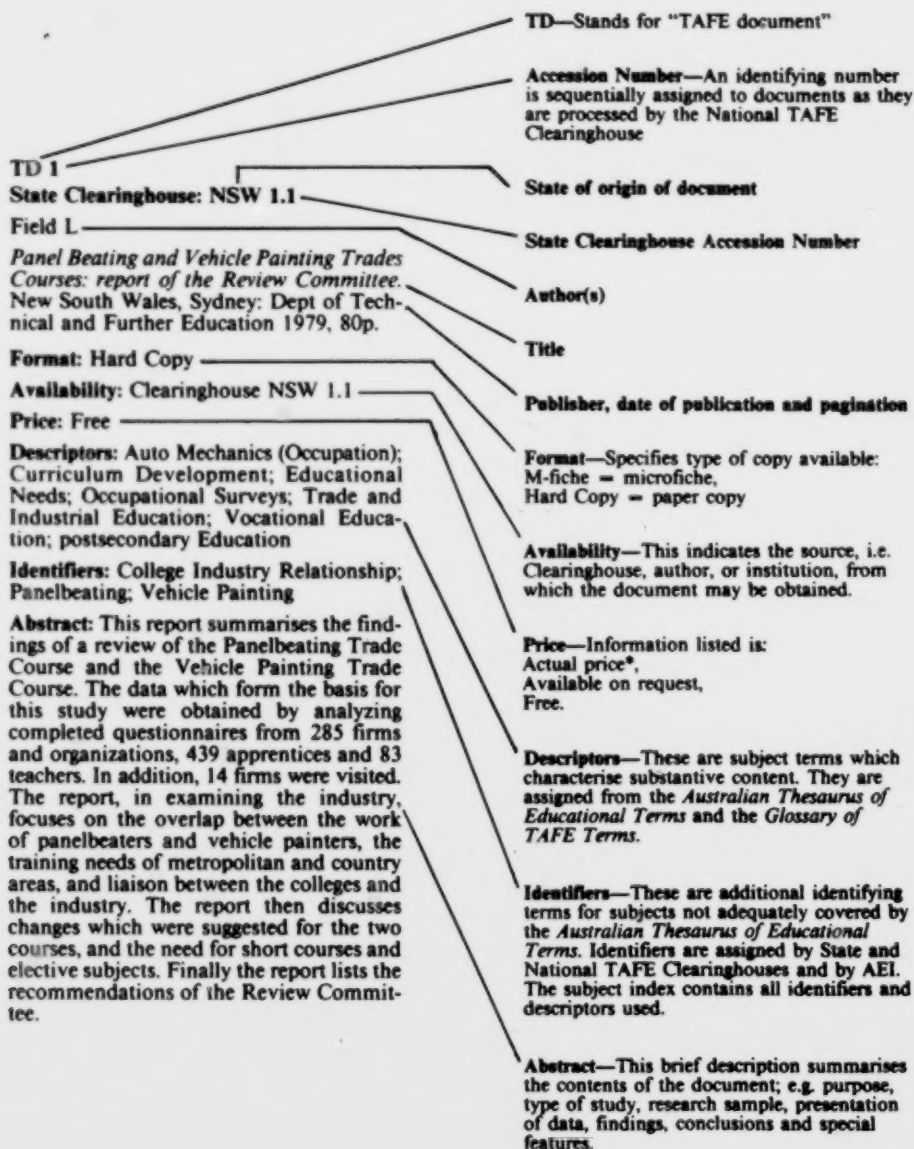
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SAMPLE OF A DOCUMENT ENTRY

EXPLANATION OF TERMS



*This is a statement of the cost at date of publication.

DOCUMENT ENTRIES

TD 1182

TAFE National Centre: 9.1

Hayes R; O'Sullivan J

A study of apprentice learning with respect to the impact of in-plant training centre experience and acceleration. Adelaide: TAFE National Centre for Research and Development, 1985, 78p. and attachments.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 8.00 (Hard Copy)

Series: (Commissioned Report 6)

Descriptors: Acceleration; Apprenticeships; Inplant Programs; Off The Job Training; On The Job Training; Trade Courses

Abstract: In recent years there has been discussion in Australia on the role of in-plant training centres and their relationships with TAFE; however, little is known concerning the effectiveness of these centres.

The participants in this study were first year apprentices, all of whom attended Victorian TAFE colleges during 1983. Some of the apprentices were employed on-the-job, while the others were attached to in-plant off-the-job training centres. The trades involved were Fitting and Machining, Electrical Mechanics and Fitters, Motor Mechanics and Sheetmetal.

Acceleration may be defined as increased time spent on TAFE college based education within the first two years of apprenticeship.

In respect of both training centre Fitting and Machining and Electrical groups, acceleration emerged as the most significant feature positively affecting apprentice performance in practical skills.

This document is the full report from the project. A summary report (TD 1180) has previously been published.

TD 1183

TAFE National Centre: 9.2

Sandery C (ed); Skott D (ed)

Conferences on the future of trade education. Adelaide: TAFE National Centre for Research and Development, 1985, 79p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 5.00 (Hard Copy)

Series: (Conference Report 4)

Descriptors: Apprenticeships; Educational Principles; Full Time Students; Integrated

Curriculum; On The Job Training; Trade Courses

Abstract: This document details the discussions from two conferences that were held as a follow up to a Centre project which resulted in the publication of 'Perspectives on the future of trade education' (TD 1027). The objectives of the Conferences were to discuss the views and 'optimum models' presented in the 'Perspectives' paper, and possibly to establish a set of principles that should underlie the development of any trade course. Consensus was apparent on a range of issues and principles, as presented in this report. Suggestions for future activities to follow-up this Conference are also reported.

The Conference provided a forum for the exchange of information and ideas among a group of people who may not otherwise have had an opportunity to do so. It is hoped that this exchange can lead to greater understanding and sense of partnership in the trade education system.

TD 1184

TAFE National Centre: 9.3

Hayton G (ed)

Computer based educational software and courseware in TAFE. Adelaide: TAFE National Centre for Research and Development, 1984, 85p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 4.00 (Hard Copy)

Series: (Conference Report 5)

Descriptors: Computer Programs; Conference Papers; TAFE

Abstract: The report contains recommendations and discussion papers from a national conference on computer software in TAFE. The TAFE National Centre for Research and Development organised this conference, which was held in Hobart on September 3 and 4, 1984. The main recommendations concern: (a) a proposed catalogue called the 'TAFE Register of Educational Computing Software'; (b) the sharing of computer software evaluation reports among the TAFE Authorities; (c) a proposed bulletin on computer software and hardware useful to TAFE, to be called 'Australian TAFE Computing Notes'; (d) co-operation in the development of computer software and courseware by TAFE Authorities; (e) a proposed project on establishing software standards in TAFE.

TD 1185**State Clearinghouse: QLD 9.1**

Queensland. Div of Technical and Further Education

*A submission to the TAFE Council Commonwealth Tertiary Education Commission for the triennium 1985-87. Brisbane: 1984, 254p.***Format: M-fiche****Availability: QLD TAFE Clearinghouse****Price: Free****Descriptors: Educational Objectives; Educational Planning****Abstract:** This submission is a planning document reflecting the basic assumptions and objectives of Technical and Further Education (TAFE) in Queensland.

It analyses in depth the existing and emergent needs which Queensland TAFE will be called on to provide in the period to the end of the 1985-87 triennium, and addresses both the ways in which these needs can be met and the levels of provision which will be required.

TD 1186**State Clearinghouse: QLD 9.2**

Queensland. Div of Technical and Further Education. Professional Development Section 'INNOVATAFE', Vol. 3, n. 2. Brisbane: 1984, 40p.

Format: M-fiche**Availability: QLD TAFE Clearinghouse****Price: Free****Descriptors: Curriculum Development; Educational Innovation****Abstract:** This is a biannual serial which is designed to expose innovation and curriculum studies projects in TAFE that have been developed by teachers as part of their studies for the Diploma of Teaching (TAFE). This diploma program is conducted jointly by TAFE and the Brisbane College of Advanced Education Mount Gravatt campus. The depth and scope of work produced is considerable. This information may be useful to curriculum planners, administrators and teachers in many areas.**TD 1187****State Clearinghouse: QLD 9.3**

Queensland. Div of Technical and Further Education

*1982 Annual statistical survey; State summaries. Brisbane: 1983, 66p.***Format: M-fiche****Availability: QLD TAFE Clearinghouse****Price: Free****Descriptors: Annual Reports****Abstract:** A compilation of the TAFE statistics for 1983 including a list of institutions and affiliated centres, enrolments by courses, correspondence, part-time and full-time enrolments, staff numbers and expenditure.**TD 1188****State Clearinghouse: QLD 9.4**

Queensland. Div of Technical and Further Education

*1983 Annual statistical survey; State summaries. Brisbane: 1984, 78p.***Format: M-fiche****Availability: QLD TAFE Clearinghouse****Price: Free****Descriptors: Annual Reports****Abstract:** A compilation of the TAFE statistics for 1983 including a list of institutions and affiliated centres, enrolments by courses, correspondence, part-time and full-time enrolments, staff numbers and expenditure.**TD 1189****State Clearinghouse: QLD 9.5**

Egan D P

*The development of Aboriginal and Islander Further Education in Queensland and an examination of some aspects of the TAFE Aboriginal and Islander Further Education programme, including the field officer (Aboriginal Education) Training programme. Brisbane College of Advanced Education, Brisbane: Mount Gravatt Campus, 1984, 139p.***Format: M-fiche****Availability: QLD TAFE Clearinghouse****Price: Free****Descriptors: Aboriginal Students****Abstract:** This dissertation traces the Aboriginal people from 50 000 years ago to 1788 and then to the present. On the way it touches on their lifestyle, emphasising their means of communication and learning processes. The legislative position in Queensland is briefly examined, as is also the sociogeographic and the population distribution of the indigenous people.

This study traces the development of the access for Aboriginal and Islander people to further education, commencing with the Technical college in the early seventies; to the formalised approach of the Board of Adult Education in the mid-seventies; to the all

embracing programme offered by the Division of Technical and Further Education (TAFE) from the late seventies onwards. The position of Field Officer (Aboriginal Education) is also examined. The present funding arrangements for the Aboriginal and Islander Further Education Programme by both the Commonwealth and the State are detailed.

TD 1190

State Clearinghouse: QLD 9.6

Stevenson J C

A cognitive approach to the teaching of adaptability in TAFE. Univ. Brisbane: of Queensland, 1984, 465p.

Format: M-fiche

Availability: QLD TAFE Clearinghouse

Price: Free

Descriptors: Adjustment (to Environment); Classroom Environment; Cognitive Ability

Abstract: This thesis addresses the teaching of adaptability in TAFE. A cognitive theory is developed to explain adaptation and adaptability. A cognitive mediation model of teaching and learning is also developed to explain the effects of classroom environment on cognitive activity and, in turn, adaptability. It is argued that environments with higher order cognitive holding power require students to employ higher order cognitive procedures. These students then have improved ability to use higher order procedures on different tasks. With repeated use, the second order procedures, themselves, are refined, thereby improving student overall ability.

Empirical studies were designed and conducted with TAFE students, to examine theoretical claims. Results are interpreted as supporting the theory. The study provides evidence that, to teach for adaptability in TAFE, it is necessary to encourage higher order cognitive objectives and the learning experience needed for their achievement.

TD 1191

State Clearinghouse: WA 9.1

Louden L W (Chairman)

Secondary / TAFE Task Force progress report. Western Australia, Perth: Secondary TAFE Task Force, 1984, 13p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Link Courses; Secondary School Students

Abstract: Increasing retention of students in upper secondary education and the need for schools to more adequately prepare students for the post-school environment, led to suggestions, in a number of significant Australian reports on education, in the late 1970s, that some secondary students would benefit from exposure to courses of study offered in TAFE institutions.

The way in which such experiences have been made available to secondary students, since that time, is through the development of link courses, whereby a limited proportion of secondary students have attended TAFE institutions for formal instruction for part of the school week. These courses have not followed a uniform pattern, but rather have resulted from arrangements made between secondary schools and the local TAFE institution.

This paper reviews recent national trends and discussions of this issue, which have taken place over the past year, and recommends some courses of action.

TD 1192

State Clearinghouse: WA 9.2

Firth L; Goldsworthy D

Preparation for self employment: What can the education system do to help young people create their own jobs. Western Australia, Perth: Technical Education Div. Participation and Equity Program, 1984, 110p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Entrepreneurship; Small Businesses; Youth Employment

Abstract: This research project report documents the experience of several people who have successfully developed small businesses and of some who are still trying to become established.

Additionally a small group of high school students, TAFE students and CYSS participants were interviewed to gauge their awareness of the possibility of creating their own paid employment.

The implications for education are discussed so that teachers and lecturers can better inform young people of the advantages and disadvantages of trying to create one's own employment.

TD 1193

State Clearinghouse: WA 9.3

Martino A

A report on dynamic balancing - instruction and equipment for the automotive study area. TAFE. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1984, 30p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Identifiers: Dynamic Balancing

Abstract: Dynamic balancing is an important requirement in the manufacture and repair of rotating components used in a number of metal industries.

While the process requires specialised equipment and knowledge not available to the majority of engineers, technicians and tradespersons, it is essential that there is an 'awareness' of the principles and processes even though most will not require the specific skills.

The purpose of this survey is to: (a) ascertain whether a need exists for the inclusion of the topic 'Dynamic Balancing' within future syllabus documents; (b) identify the capacity and specifications of the equipment to meet the requirements for this topic were it to be taught at a substantial level; (c) determine whether in fact there is a need to purchase dynamic balancing equipment.

TD 1194

State Clearinghouse: WA 9.4

Western Australia. Technical Education Div. Participation and Equity Program
TAFE / PEP Manual and guidelines for 1984. Perth: 1984, 48p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Transitional Education

Identifiers: Participation and Equity Program (PEP)

Abstract: These guidelines provide the detailed operational steps and procedures required to implement the Participation and Equity Program in TAFE.

Topics discussed include: (a) the social and economic objectives of PEP relating to TAFE; (b) Planning evaluation of PEP courses; (c) PEP courses: recruitment and selection of students and PEP curriculum policy.

TD 1195

State Clearinghouse: WA 9.5

Hastings W

Future trends, employment and training in the western rock lobster industry. Perth: Hastings W, 1984, 14p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Identifiers: Fishermen; Rock Lobster Industry

Abstract: This report discusses the rock lobster industry in WA, from 1972-1983. It was written by Wayne Hastings, a TAFE lecturer, as an assignment for a postgraduate qualification through the Faculty of Education, at the Western Australian Institute of Technology.

The author outlines the various factors that have affected the industry and makes recommendations for the future, including ideas for training and employment.

TD 1196

State Clearinghouse: WA 9.6

Heske M

The present and future of the hospitality and tourism industry in Western Australia. Perth: Heske M, 1984, 14p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Hospitality Occupations; Tourism

Abstract: This document discusses the development of the hospitality and tourism industry in WA, with particular emphasis on the importance of tourism to the State. It was written by M. Heske, a TAFE lecturer, as an assignment for a postgraduate qualification, through the Faculty of Education at the Western Australian Institute of Technology.

Topics covered include: (a) the impact of technology and its effect on present and future employment, (b) the role of technical education and the importance of the involvement of industry, (c) the needs of manpower in the industry, (d) an overview of present training in WA, and the need for flexibility in future training, (e) the prospects in WA for advancing the hospitality trade, including the economic benefits.

TD 1197**State Clearinghouse: WA 9.7****Borchers R D***Communications*. Perth: Borchers R D, 1984, 25p.**Format: M-fiche****Availability: WA TAFE Clearinghouse****Price: Free****Descriptors: Telecommunications**

Abstract: This report covers post-war developments in the communications industry in Australia from mid-1940s until the present time. It was written by R. D. Borchers, a TAFE lecturer, as an assignment for a post-graduate qualification, through the Faculty of Education, at the Western Australian Institute of Technology.

The report discusses developments in Australia; the employment and workforce situation including apprenticeship training; concluding with recommendations for technology, manpower and training.

TD 1198**State Clearinghouse: WA 9.8****Jones D***Scenic production in Australia 1975 - developments and implications for training and employment*. Perth: Jones D, 1984, 27p.**Format: M-fiche****Availability: WA TAFE Clearinghouse****Price: Free****Descriptors: Production Techniques****Identifiers: Stage Production Techniques**

Abstract: This document discusses developments within theatre scenery production and the implications for future training and employment. It was written by David Jones, a TAFE lecturer, as an assignment for a post-graduate qualification, through the Faculty of Education at the Western Australian Institute of Technology.

Lighting; set design and construction; the use of alternative materials and the best use of new technology are discussed. In addition the author looks at developments in funding and government policy, as well as the impact of video on live theatre, television and cinema.

TD 1199**State Clearinghouse: WA 9.9****Ansell A***Individualised instruction in TAFE: An interim report on the national survey*. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1984, 35p.**Format: M-fiche****Availability: WA TAFE Clearinghouse****Price: Free****Descriptors: Individualised Instruction; Mastery Learning****Identifiers: Self-paced Learning**

Abstract: The Curriculum Research and Development (CR&D) Section is increasingly involved in identification and evaluation of appropriate teaching/learning strategies and methodologies. Individualised Instruction and, in particular, Self-Pacing had been increasingly discussed as a possible direction for development of CR&D projects and a consequent need was perceived for the establishment of a degree of consensus to determine an overall policy for Technical and Further Education (TAFE) WA, concerning the concept, definition and implementation of Individualised Instruction.

The purpose of this report is to provide an interim summary of data collected by means of questionnaires forwarded to all TAFE colleges throughout Australia in 1983 by the Curriculum Research & Development section of the Technical Education Division of Western Australia.

TD 1200**State Clearinghouse: WA 9.10****Ansell A***TAFE 'Women at work' conference/workshop*. Western Australia, Perth: Technical Education Div, Curriculum Research and Development, 1984, 20p.**Format: M-fiche****Availability: WA TAFE Clearinghouse****Price: Free****Descriptors: Women's Education**

Abstract: To assist women already in the workforce to operate more effectively at all levels, and to enhance their promotional opportunities, it is necessary for TAFE to identify their employment training needs.

A conference/workshop was held in September 1984 where representatives from industry, commerce, business, public and professional sectors were invited to provide

assistance and advice concerning the curricula to meet the specific needs of women in the workforce.

This document presents the results of the workshop in raw data form. Also included is a summary of recommendations and an indication of future directions for development and implementation of programs based on these recommendations.

TD 1201

State Clearinghouse: WA 9.11

Western Australia. Technical Education Div, Aboriginal Access

TAFE Aboriginal Access courses report 1983: Conducted at Albany, Balga, Bunbury, Fremantle, Geraldton, Leederville, Midland & Thornlie Technical Colleges. Perth: 1983, 60p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: General Education

Identifiers: Access To Education; Adult Aboriginal Education

Abstract: This report gives an overview of the operations of Aboriginal Access for 1983, describes courses offered throughout Western Australia and makes recommendations for future courses.

TD 1202

State Clearinghouse: WA 9.12

Schwenke P A

An evaluation of the Advanced Aboriginal Access course. Western Australia, Perth: Technical Education Div, Aboriginal Access, 1984, 120p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: General Education

Identifiers: Access To Education; Adult Aboriginal Education

Abstract: The Advanced Aboriginal Access course was designed to give Aboriginal people the necessary clerical skills at a level appropriate to employment.

This report evaluates the course which has as its objectives: (a) to give Aboriginal adults an opportunity to pass recognised Technical Education Division subjects which are components of certificated courses; (b) to assist Aboriginal people to obtain qualifications which could lead to employment; (c) to

help Aboriginal people gain entry to the Technical Education system by providing a composite course of Technical Education subjects with more hours of tuition per subject than would be possible in the mainstream of Technical Education.

The report is in four parts: Introduction; Evaluation background; Course appraisal; Conclusions (which include recommendations).

TD 1203

State Clearinghouse: WA 9.13

Horrigan R

Technological change in the refrigeration and airconditioning industry. Perth: Horrigan R, 1984.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Airconditioning; Refrigeration

Abstract: This report was written by Ray Horrigan, a TAFE lecturer, as an assignment for a postgraduate qualification, through the Faculty of Education, at the Western Australian Institute of Technology.

In this report the author traces the development of the refrigeration and airconditioning industry in Australia. He outlines the applications of refrigeration and airconditioning, and relates these to the development of Australian industry.

Changes in technology; the need for efficient use of energy; computer applications; and the introduction and use of electronics are discussed in relation to the industry. This leads to an overview of changing patterns in the work force, with a need to review the training required for a more flexible approach to training methods and course content.

TD 1204

State Clearinghouse: WA 9.14

Hicks C

Technology and engineering: The effects on society, employment and trade training, past, present and future trends. Perth: Hicks C, 1984, 22p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Engineering

Abstract: This document was written by Clive Hicks, a TAFE lecturer, as an assignment for a postgraduate qualification, through the Faculty of Education at the Western Australian Institute of Technology.

It covers the development in production engineering from 1945-1985, and traces developments from post-war reconstruction, up to and including the impact of automation in the industry. Also covered are employment and educational trends.

TD 1205

State Clearinghouse: WA 9.15

Western Australia. Technical Extension Service. Publications Section.

Technical Publications Trust catalogue: Print material, August 1984. Perth: 1984, 19p.

Format: Hard Copy

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Catalogs; Publications

Abstract: This is a list of texts prepared by the Technical Education Division of Western Australia and published by the Technical Publications Trust. These are texts for subjects taught by the Division, primarily for use by distance education students. Only titles and prices are listed.

Individual copies are available from: The Bookshop, Technical Extension Service, Prospect Place, Perth WA.

Multiple copies for schools or bookshops from: Publications Section, Technical Extension Service, Prospect Place, Perth WA.

TD 1206

State Clearinghouse: WA 9.16

Western Australia. Technical Extension Service. Publications Section

Technical Publications Trust catalogue: Audio visual material, August 1984. Perth: 1984, 51p.

Format: Hard Copy

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Audiovisual Aids; Catalogs; Resource Materials

Abstract: This is a list of slide/sound sets and video tapes available for purchase from the Technical Publications Trust, Prospect Place, Perth. The video tapes can be hired if preferred. The items listed relate to courses available through the Technical Education Division. There is an alphabetical listing, by title as well as a classified sequence which includes a short abstract for each item.

TD 1207

State Clearinghouse: NT 9.1

Lichtenberg H J

Needs assessment report 1982: Community college of Central Australia. Alice Springs: Community College of Central Australia, 1984, 186p.

Format: Hard Copy

Availability: Hendrik Jan Lichtenberg, c/- Community College of Central Australia, P.O. Box 795, Alice Springs, N.T. 5750

Price: Free

Descriptors: Community Colleges; Educational Needs

Abstract: The Community College of Central Australia is a multi-level, multi-purpose institution concerned with meeting the post-school learning needs of the Central Australian community. As the only such institution in a multi-cultural, remote and sparsely populated region, it has a vital role to play in removing as many as possible of the educational and training disabilities experienced by the community.

The report provides recommendations and data drawn from questionnaires which, on a broad spectrum, assessed the educational needs and interests of the Central Australian Community. The Report looks at both the present and proposed courses with a view to establishing future directions for the Community College of Central Australia and the development of appropriate educational services for the community and industry of the surveyed region.

TD 1208

State Clearinghouse: NSW 9.1

New South Wales. Dept of Technical and Further Education. Cabinetmaking Resource Appraisal Panel. Educational Resources Branch

Cabinetmaking. Sydney: 1984, 202p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Cabinetmaking; Educational Resources; Nonprint Media; Resource Materials; TAFE Courses

Abstract: To counter the problems of lack of information on the availability and effectiveness of audio visual learning resources for TAFE courses, Educational Resources Branch established Resource Appraisal Panels in conjunction with Heads of Schools and Library

Services. Material is appraised on information, presentation, technical quality, design, cost effectiveness and applicability to the specified TAFE course. Details, specifications and content of the resource are listed with price and availability.

TD 1209

State Clearinghouse: NSW 9.2

New South Wales. Dept of Technical and Further Education. Refrigeration Resource Appraisal Panel. Educational Resources Branch

Refrigeration. Sydney: 1984, 80p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Resource appraisals for TAFE teachers

Descriptors: Educational Resources; Non-print Media; Refrigeration; Resource Materials; TAFE Courses

Abstract: See NSW 9.1 for abstract.

TD 1210

State Clearinghouse: NSW 9.3

Brady P

Report of an investigation into the need and demand for professional level studies in Horticulture. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 35p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Horticulture; Nurseries (Horticulture); Professional Training; TAFE Courses;

Abstract: The purpose of this investigation was to ascertain whether there is a need and demand for a professional level course in amenity horticulture in view of the changing scale of operations and nature of the industry. Data came from a student/graduate questionnaire used for the Horticulture Associate Diploma Revision, the Horticulture Certificate and the Associate Diploma concerned with finding out the demand for a higher level program and an interview survey of 7 nurseries and 5 local and State government public parks administrations. The report contains conclusions and recommendations on the establishment of such a professional level course.

TD 1211

State Clearinghouse: NSW 9.4

Brady P

Report of the Pastrycooking Major Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 34p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Bakery Industry; Course Review; Curriculum Development

Identifiers: Pastrycooking Trade Course

Abstract: Concern about the adequacy of the Pastrycooking Trade Course syllabus in the light of changing technologies and community tastes led to approval for this course review, the first since 1971. Data were collected on employment and apprenticeship trends within the industry, the various skills and tasks of journeymen pastrycooks, usage of labour saving machinery, extent of production and student attitudes. The main issues for the review were the result of teachers' submissions, and the above data were gathered by means of questionnaires, visits to industry suppliers, a search conference, and a need and demand survey for a Technician level course. The report outlines conclusions and recommendations on the objectives and structure of future courses.

TD 1212

State Clearinghouse: NSW 9.5

Burgess B

Delivery of Library Services to students of non-English speaking backgrounds enrolled in vocational courses in TAFE. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 97p.
ISBN 0730504050

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Library Services; Non English Speaking; TAFE Students

Identifiers: English for Specific Purposes Program

Abstract: The objectives of this study were to identify the difficulties associated with delivering appropriate library services to (a) migrant students enrolled in TAFE vocational education programs; (b) the teachers of these students; and to investigate more effective methods of delivering services.

The report primarily uses Bankstown Technical College as an example of a college with a high proportion of migrant students and outlines characteristics of and problems faced by students and their teachers in Special, Trade and Certificate courses.

Library usage by these students and existing as well as desirable resources in terms of staff, accommodation, materials and services are discussed. The role of the library in students' access to information (both course and community related) is outlined and recommendations are made.

TD 1213

State Clearinghouse: NSW 9.6

Caldwell R; Woodhouse T; Kerr I
Multiculturalism: TAFE's response. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 63p. plus appendices.
ISBN 0724079947

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Ethnic Distribution; Multicultural Education; Non-English Speaking; TAFE Students

Identifiers: English for Specific Purposes Program

Abstract: This report was prepared to show broad demographic data, participation rates based on 1982 TAFE enrolments, and the 1983 English for Specific Purposes enrolments, with implications for future planning.

The prime task of the study was to determine the areas of high concentration of persons from non-English speaking backgrounds (NESB) for the purpose of identifying the target group for Special Programs co-ordinated by the TAFE Multicultural Education Unit.

Chapters deal with Multiculturalism - its development and TAFE's response; composition of the NSW population (1981 census) and distribution of NESB; composition and distribution of NESB new arrivals, TAFE NESB enrolments (1982); survey of participants in TAFE English for Specific Purposes; and proportion and participation rates of NESB.

TD 1214

State Clearinghouse: NSW 9.7

Cameron J

Private overseas students in TAFE 1985. An information booklet for TAFE staff. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 23p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Enrolment; Foreign Students; Multicultural Education; Private Financial Support

Abstract: This is an information booklet for NSW TAFE staff. Objectives and scope of the Private Overseas Student Program, and background information on the students is given. Information about student accommodation needs, departmental policy on college enrolment procedures for Private Overseas Students and the program administration is also included. A further section deals with racism on campus.

TD 1215

State Clearinghouse: NSW 9.8

Carr J; Naylor G

TAFE Planning Report: Western Sydney Region. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 136p. (Vol 1: Report and Recommendations); 91p. (Vol 2: Tables).
ISBN 724080023

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Educational Facilities Planning; Regional Characteristics; TAFE Colleges

Abstract: This report aims to provide a planning document to assist TAFE staff in the planning process and to introduce TAFE's activities in the region to TAFE staff (and others) not familiar with TAFE or the region.

The profile of the region is compared with that of other Sydney regions in respect of demographic, social and economic characteristics, ethnicity, participation in TAFE courses and the adequacy of TAFE facilities. Recommendations for a regional planning strategy and site development at various colleges are made.

TD 1216

State Clearinghouse: NSW 9.10

Corbett D; Dao Z

Third Annual Report of the Equal Employment Opportunity Management Plan. Year ended 30th June 1984. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 286p. plus attachments.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Equal Opportunities (jobs); Personnel Policy

Identifiers: Equal Employment Opportunity Management Plan

Abstract: This report outlines the progress made in terms of Equal Employment Opportunity in the NSW Department of TAFE in the year ending 30 June, 1984. It includes statistical information on EEO issues within the Department, revised statements of EEO objectives and strategies, and information brochures on the NSW Anti-Discrimination Act, sexual harassment, grievances, EEO policy statements, leave provisions, recruitment guidelines, and other related topics.

TD 1217

State Clearinghouse: NSW 9.11

Fletcher L

Cranes in industry in New South Wales: A training needs analysis and a proposed course outline. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 59p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Certification; Course Description; Driver Education; Service Vehicles

Identifiers: Crane Drivers

Abstract: The purpose of this study was to establish whether the NSW Department of TAFE should conduct a course/courses for the certification of Crane Drivers. A survey was conducted among 43 various types of crane companies in the Sydney Metropolitan Area, to ascertain size of company, employment features, incidence of accidents and possible training needs within the industry. The report makes recommendations on the establishment of such a course which would be coupled with on-the-job training. It includes a proposed course outline in response to the needs analysis and a review of present training methods and courses offered in all Australian States, and overseas.

TD 1218

State Clearinghouse: NSW 9.12

New South Wales. Dept of Industrial Relations. Central Planning and Research Unit *Survey of tradesmen and apprentices in New South Wales. October 1981.* Sydney: 1982, 12p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Apprenticeships; Employment Statistics; Labour Market; Skilled Workers

Abstract: The availability of reliable labour market statistics has long been recognised as essential to the effective planning of training for skilled occupations in New South Wales. This survey was carried out by the Department of Industrial Relations with assistance from the Australian Bureau of Statistics (ABS). The report summarises statistics of tradesmen and apprentices according to area, principal trades within industries, industry totals and size of establishment, and includes a sample of the questionnaire used for data collection.

TD 1219

State Clearinghouse: NSW 9.13

New South Wales. Dept of Technical and Further Education

The Corporate Plan for TAFE in NSW. Sydney: 1983, 31p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Educational Objectives; Organisational Development; Planning

Abstract: The Corporate Plan was developed in response to the need to keep the management structure of the Department under regular review to ensure that it is appropriate to the Department's educational charter and the demands placed on it by Government and the community generally.

It is intended to be a statement of purpose for the Department and comprises a broad corporate goal followed by a number of strategic goals, ranging from educational programs, quality of educational provision to consultation and participation, and management of resources. It should be viewed as a dynamic document which is open to periodic amendment, and which provides essential benchmarks for policy development and decision-making.

TD 1220

State Clearinghouse: NSW 9.14

New South Wales. Dept of Technical and Further Education. Curriculum Services Div. *Insurance Certificate Course Review.* Sydney: 1983, 80p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Course Review; Curriculum Development; Insurance Occupations; TAFE Courses

Identifiers: Insurance Certificate

Abstract: The aims of this review were to investigate the current operations of the insurance industry from the aspects of principles, practices and procedures. From these findings, recommendations are made for the updating and revision of this course. The review consists of a literature search, survey of current and past students of the Insurance Certificate, survey of teachers, and an industrial survey.

TD 1221

State Clearinghouse: NSW 9.15

New South Wales. Dept of Technical and Further Education. Div of Library Services *The library in TAFE: Guidelines for the planning of library buildings.* Sydney: 1984, 19p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Learning Resources Centres; Library Facilities; Library Planning

Abstract: This report briefly outlines the place of the Library Resource Centre in the NSW Department of TAFE and the basic planning requirements of library facilities. Appendices include criteria used for the design of new library buildings, space requirements for special functional areas, a guide to floor area related to student numbers, a sample floor plan, a sample area schedule, and the Departmental Statement of Purpose for the TAFE Learning Resources Complex.

TD 1222

State Clearinghouse: NSW 9.16

New South Wales. Dept of Technical and Further Education. Policy Unit *Submission to the Commonwealth Inquiry into Labour Market Programs.* Sydney: 1984, 34p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Federal Programs; Labour Market; Planning

Abstract: The NSW Department of TAFE's submission to the Commonwealth Committee of Inquiry into Labour Market Programs seeks to locate TAFE (NSW) in the context of labour market planning and training, to describe some of the principal problems experienced by TAFE as a result of existing labour

market programs and to present recommendations on future approaches to labour market programs and policies.

Recommendations made in the submission relate to the need for TAFE to be involved in the earliest stages of Labour Market Program planning, the need for retraining programs, the need for changes to the existing apprenticeship system and the need to increase the quantity and quality of labour market planning.

TD 1223

State Clearinghouse: NSW 9.17

Hagger J

Survey into educational requirements of disabled people resident in the Illawarra region. New South Wales, Wollongong: Dept of Technical and Further Education, 1983, 32p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Disabilities; Educational Needs; Special Education

Identifiers: Illawarra Region

Abstract: The major question addressed by this report was 'the educational requirements of paraplegic and quadriplegic people living in the Illawarra region'; 38 men and 14 women (approximately 80% of all known spinal cord injury cases living in the region) participated in the study. Data collected includes age, sex, type of disability, highest educational qualification, employment, interests, and various opinions about training needs and TAFE colleges. Conclusions highlight the need for consultation with the disabled in the planning of facilities and courses, the need for the formation of a long term flexible planning policy, and the consideration of legal issues surrounding indemnity and the disabled.

TD 1224

State Clearinghouse: NSW 9.18

McCormack K (ed)

Careers reference directory. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 228p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Career Guidance; Occupations

Abstract: This directory was developed because of the diversity of and the difficulty in using current classifications of occupations from different State and Federal departments. The continued use of outdated terms and the overloading of meanings for job titles in different contexts compounds the problems of job definition. There is also a lack of ability to seek related fields of work or levels of occupation as the alphabetic index provides no clues for the user from adjacent entries.

Sources of material have come from the Bureau of Census and Statistics; Commonwealth Employment Service listings in NSW, Victoria and Queensland; the Department of Industrial Relations - Vocational Services Branch and Apprenticeship Directorate; handbooks of courses with the Department of TAFE and the Board of Adult Education in NSW and many specific listings of industries. The draft form of the Australian Classification of Occupations (ASCO) was cross-referenced with the directory's indexed codes.

TD 1225

State Clearinghouse: NSW 9.19

Padilla D

Community languages in TAFE. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 28p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Community Education; Language Planning; Multicultural Education

Identifiers: Multicultural Education Project

Abstract: This report looks at the extent of community language studies within TAFE and gives a number of recommendations as to how community language programs can be expanded at colleges. Factors that can both hinder and help expansion of community languages in TAFE are also included.

TD 1226

State Clearinghouse: NSW 9.20

Pearson M

Some open learning developments in the United Kingdom. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 84p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Staff Development Project Fellowship Report

Descriptors: Adult Learning; Continuing Education; Open Education

Identifiers: Open Tech Program; United Kingdom

Abstract: This report explores developments in recurrent education for adults using the Open Learning approach in the United Kingdom. Four major Open Learning initiatives are examined: the Open Tech, the Austin Rover Open Learning Project, Southtek, and regional support for the Open University. A chapter on support for these systems outlines the functions and structure of the Further Education Unit and the Council for Educational Technology, and their relationship to various 'flexible learning projects' such as Pickup. The report includes discussion and recommendations on the nature of provisions for recurrent education for adults and support for open learning which are of particular interest to NSW TAFE, and concludes with a chapter on learning how to learn and programs of study skills.

TD 1227

State Clearinghouse: NSW 9.21

Rhodes P

Final report on vocational and educational needs of inmates of non English speaking backgrounds. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 88p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Correctional Education; Educational Needs; Non English Speaking; Prisoners

Identifiers: English for Specific Purposes Program

Abstract: This report is the result of a joint venture undertaken by the TAFE Multicultural Education Unit and the Department of Corrective Services on the vocational and educational needs of inmates of non English speaking backgrounds. The project was devised to assess the employment needs of individual migrant inmates within NSW prisons, assess the employment needs of migrant offenders within the community through the Probation and Parole section and develop a program according to these needs which will prepare them for the employment of their choice.

The three stages of the project were (a) to determine the need of the individual, which consisted of visiting all accessible gaols in NSW and interviewing inmates, (b) to develop a suitable program approach and support materials, and (c) to deliver a trial program. The report includes a number of recommendations.

TD 1228**State Clearinghouse: NSW 9.22****Russell M**

Review of special training and counselling in TAFE for long term unemployed, women, Aborigines, ethnic groups, etc. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 50p. plus appendices.

Format: M-fiche**Availability:** NSW TAFE Clearinghouse**Price:** Free**Descriptors:** Counselling; Disadvantaged; TAFE Courses

Abstract: This report is the result of a research project to establish NSW TAFE's level of operation for groups such as the long term unemployed, women, Aborigines, ethnic groups, the handicapped, and those who have been educationally disadvantaged.

The report examines TAFE's policy and method of program co-ordination for each designated group, including policy development, distribution of programs, funding and staffing. Appendices list 1983 programs and activities (by college/region) of the specific units involved in the provision of courses to the above groups.

TD 1229**State Clearinghouse: NSW 9.23****Salasoo T; Hardy P; Hayes R**

Environmental education in TAFE project. Report. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 87p. plus appendices.

Format: M-fiche**Availability:** NSW TAFE Clearinghouse**Price:** Free**Descriptors:** Environmental Education; TAFE Courses

Abstract: Perception of a general need for environmental education leads to tracing the evolution of international agreements in this area. The current provision of environmental education in the NSW Department of TAFE in its School-based and Outreach programs is described.

A sample industrial survey revealed 99 occupations at 40 different organisations, whose functions included a degree of decision-making about the environment. This pointed to a general need for related educational preparation of two types: for awareness and for specific information and skills, related to some 300 isolated environmental factors. Community needs for environmental education were also revealed. Collection of a range of discrete learning units based on particular

functions or environmental factors is proposed to cater for the diverse needs. Models of an administrative mechanism and a draft Environmental Education Policy for TAFE are provided.

TD 1230**State Clearinghouse: NSW 9.24****Rumsey D**

An outline of the organisational structure of the Directorate of Curriculum Services. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 6p.

Format: M-fiche**Availability:** NSW TAFE Clearinghouse**Price:** Free**Descriptors:** Administrative Organisation; Organisational Change**Identifiers:** Curriculum Services Directorate

Abstract: In May 1984, the Director-General approved a new organisational structure for the Directorate of Curriculum Services - formerly the combination of the Educational Resources Branch and the Curriculum Services Division, administered by the Director (Curriculum and Assessment). This paper briefly describes the new structure and its functions particularly as it relates to staff in teaching schools and colleges.

TD 1231**State Clearinghouse: NSW 9.25**

Sydney Technical College. Public Administration Certificate Final Year Students

Stress in the public sector: Causes, extent and management. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 72p., biblio.

Format: M-fiche**Availability:** NSW TAFE Clearinghouse**Price:** Free**Descriptors:** Public Service Occupations; Stress Management

Abstract: The objectives of this study were to examine the various forms of stress and highlight their incidences in the public sector, to study the effects of stress on a cross section of personnel, to evaluate steps taken by organisations to manage stress and to reach conclusions based on validated material with the object of making suggestions of possible ways and means for improved stress management within the public sector. Personnel from selected public sector organisations were canvassed through questionnaires and face to face interviews. The results were then correlated, interpreted and recommendations made.

TD 1232

State Clearinghouse: NSW 9.26

Taylor N

How do careers counsellors counsel? New South Wales, Sydney: Dept of Technical and Further Education, Counselling Research Unit, 1984, 16p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Career Counselling; Counselling Techniques; Interviews; Rating Scales

Abstract: Without reliable and accurate descriptions of the counselling process, there can be no adequate evaluations of career counselling. An attempt to develop the necessary rating scales is described. The central issues in career counselling were used to form the basis of the measures. After several trials and modifications, a final version was used to describe both the content and style of ten counsellors' interviews with 81 clients. It is argued that the schema is a promising instrument both for researchers and/or educators.

TD 1233

State Clearinghouse: NSW 9.27

Taylor N

Predicting performance in Graphic Reproduction Trade. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 15p.

ISBN 072408010X

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Academic Achievement; Predictive Measurement; Student Characteristics

Identifiers: Graphic Reproduction Trade Course; Ten Minute Maths Test

Abstract: This study aimed to identify the characteristics of those students who tend to be successful in the Graphic Arts Reproduction Trade. Those who do well are female, older students, with an HSC or better, School Certificate English or Maths grade, who have had few (or no) part-time jobs. Those students who rate themselves as having greater Maths ability also do well. As expected, the four formal tests used (the Entrance Maths, Ten Minute Maths, PM38 and Word Knowledge C) were very significant predictors.

TD 1234

State Clearinghouse: NSW 9.28

West T

Some characteristics of the one year Day Matriculation students at Bankstown Technical College in 1984. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 7p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Counselling Services; Student Attitudes

Identifiers: Bankstown Technical College; Day Matriculation

Abstract: This study was based upon a survey of all one year full-time Day Matriculation students attending Bankstown Technical College in Week 3 of Term 1, 1984. The aim of the survey was to identify: (a) those students who might benefit from a counselling session early in their course; (b) the types of counselling services the students felt might be useful; and (c) data which might be useful in setting up the counselling services the students felt they wanted.

TD 1235

State Clearinghouse: NSW 9.29

West T

A summary of some aspects of the Day Matriculation students results at Bankstown Technical College in 1983. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 8p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Academic Achievement; Student Characteristics; Test Results

Identifiers: Bankstown Technical College; Day Matriculation; Higher School Certificate Examination

Abstract: The Higher School Certificate Examination results of the Day Matriculation students at Bankstown Technical College in 1983 are presented, analysed and discussed. Aspects of analysis include dropout rates, matriculation rate, age/sex differences, performance of repeat students and performance of 'recently arrived' migrants.

TD 1236**State Clearinghouse:** NSW 9.30**Williamson H**

A review of the job role, new technology, present and future employment prospects for Pathology Technicians trained in TAFE. Sydney College of Advanced Education, Sydney; Institute of Technical and Further Education, 1984, 192p.

Format: M-fiche**Availability:** NSW TAFE Clearinghouse**Price:** Free**Descriptors:** Employment Patterns; Pathology; Student Employment; Technological Advancement**Identifiers:** Pathology Technicians' Certificate Course

Abstract: This report, submitted in partial fulfilment of the requirements for the Degree of Education (Technical), is concerned with an investigation of the employment prospects of TAFE trained Pathology Technicians in public hospital laboratories, private pathology and certain Government research laboratories, and the effect of new technology on their job role and future employment prospects.

Two instruments were used to gather information - an employer questionnaire and an employer interview. From these, results were analysed and tabulated by computer. Interviews supported facts which were derived from the questionnaires. The report outlines conclusions (relative to the initial objectives set), and recommendations relating to the course, TAFE policies and practices.

TD 1237**State Clearinghouse:** NSW 9.31

New South Wales. Dept of Technical and Further Education. Working Party on the Diploma of Teaching (TAFE)

Report of the Working Party on the Diploma of Teaching (TAFE). Sydney: 1984, 15p.

Format: M-fiche**Availability:** NSW TAFE Clearinghouse**Price:** Free**Descriptors:** Beginning Teachers; TAFE Teachers; Teacher Education**Identifiers:** Diploma of Teaching (TAFE)

Abstract: This report outlines recommendations made by a Departmental Working Party on TAFE's teacher education policy and the conditions necessary for an appropriate Diploma program. Aspects considered include the principles underlying proposed changes, the length of the program, attendance patterns

and modes of delivery, content, types of support for beginning TAFE teachers and requirements for its implementation.

TD 1238**State Clearinghouse:** VIC 9.1

Victoria. Ethnic Affairs Commission; Victoria. TAFE Board

Cross-cultural education and training resources manual. Melbourne: 1984, 78p.

Format: M-fiche**Availability:** VIC TAFE Clearinghouse**Price:** Free**Descriptors:** Cross Cultural Training; Indexes; Resource Materials

Abstract: This resources manual was jointly initiated by the Community Education Division of the Victorian Ethnic Affairs Commission and the Staff Development Section of the Office of the TAFE Board. The manual is aimed at assisting teachers and trainers to design programs for their student/client group, by providing an annotated listing of relevant videotapes, films and other resources. A selected bibliography is also provided. The Sources and Location Section gives details about the availability of resources listed.

TD 1239**State Clearinghouse:** VIC 9.2

Touche Ross Services Pty Ltd; Sykes S
Survey of vocational and further educational needs of 15+ disabled: Reports 1-3. Victoria, Melbourne: TAFE Board, 1984, 3 vols.

Format: M-fiche Hard Copy**Availability:** VIC TAFE Clearinghouse**Price:** Free**Descriptors:** Accessibility (For Disabled); Disabilities; Needs Assessment; TAFE

Abstract: The broad objectives of the survey were to assess the feasibility of extending TAFE provision to the disabled, by examining current TAFE provision, demonstrated need and available community resources. Report 1: 'Literature survey of policies and practices in the further education of disabled students in the USA, UK and Australia' provides the results of a literature search on the ERIC data base and comparisons between current practice in Victoria, interstate and overseas. Report 2: 'Survey of existing TAFE programs' analyses the provision of programs for the disabled and gives details of programs conducted in Victoria. Report 3: 'Final report and recommendations' presents the results of interviews with clients, parents, agencies and

community groups and includes recommendations regarding policies for improving the TAFE Board's provision of services to disabled people in Victoria.

TD 1240

State Clearinghouse: VIC 9.3

Hunter I; Thewlis R

Evaluative study of TAFE student residential accommodation. Geelong: Gordon Technical College, 1984, 170p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: College Housing; Policy Formation; Residential Colleges; Student Financial Aid

Abstract: This study arose from a request to the TAFE Council by State TAFE Directors that a study be conducted to assist them in the formulation of policies relating to student residential accommodation. The study examines ten TAFE residentials throughout Australia and includes a consideration of such factors as capital and recurrent costs, funding, charges to students, subsidies received, cost efficiency factors, existing policies and practices in each State and Territory, types of students attending residentials, alternative management strategies, income support schemes for residential students, staffing details and the nature of services provided by the residential studies. There are some 41 conclusions outlined in the study which provide a basis for policy formulation.

This study was funded by the Commonwealth Tertiary Education Commission under its Evaluations and Investigations Program.

TD 1241

State Clearinghouse: VIC 9.4

Hawthorn Institute of Education; Victoria. Education Dept. Curriculum Programs Section

Technology education as part of general secondary education: An Australian contribution to the UNESCO pilot project. Hawthorn Victoria: 1984, 113p. plus appendices.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Learning Activities; Pretechnology Education; Teaching Methods; Transition Programs

Identifiers: Technology Education; UNESCO Pilot Project On Technology in Education

Abstract: The study outlines the Australian education system, clarifies and determines the objectives of technology education as part of general secondary education, provides case studies of four 'exemplary' teaching - learning units: (a) A plant propagation system to restore natural bushland; (b) Designing and making swimwear; (c) A gate securing device; (d) Designing and constructing a child's educational puzzle; also an outline of curriculum materials, 'From the camp oven to the microwave' - a history of technology in the Australian kitchen; and it outlines strategies for implementation of technology education. In TAFE, the study could be a relevant resource in 'secondary' prevocational and 'general' (non-occupational) transition courses.

TD 1242

State Clearinghouse: VIC 9.5

Guthrie R; Guthrie P

Tertiary Orientation Program validation project. Melbourne: RMIT Technical College, Humanities Division, 1982, 71p. plus appendices.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Grade 12; Nontraditional Education; Program Validation

Identifiers: Tertiary Orientation Program

Abstract: The research investigated the validity of the Tertiary Orientation Program at the RMIT Technical College in preparing students for subsequent tertiary study. Questionnaires were mailed to all students enrolled in the course during 1977-1980. Data collected referred to: places offered to TOP students by tertiary institutions; level of preparation for further study; success level in their tertiary courses; social adjustment to tertiary institutions; quality of support facilities in the TOP; social relationship within the TOP; changes suggested for subject offerings.

Cross-tabulations correlated socio-demographic data (age, sex, father's and mother's education, secondary school attended and ethnicity) with success in tertiary studies. Data were also collected from those TOP students who did not pursue tertiary studies. Findings support the RMIT TOP as an excellent alternative to the Higher School Certificate as preparation for further study or for employment. Eighteen recommendations are included in the report. A seven page summary is also available.

TD 1243**State Clearinghouse: VIC 9.6**

Cashman T; Scarfe J

TOP statewide research project: Final report. Victoria, Melbourne: TAFE Board, Program Planning Branch, 1984, 102p. plus appendices.**Format:** M-fiche Hard Copy**Availability:** VIC TAFE Clearinghouse**Price:** Free**Descriptors:** Educational Background; Student Attitudes; Student Characteristics**Identifiers:** RMIT; Tertiary Orientation Program**Abstract:** The project examined the Tertiary Orientation Program (TOP) whose principal purpose is to prepare students for tertiary study. It concentrated in particular on students' intentions on enrolling in it, their perceptions of it as an appropriate preparation, their entry into either a tertiary course or the labour market on completing it, and on the attitudes and practices of 'outsiders', mainly tertiary institutions and employers, to the TOP qualification. A summary of the report is also available.**TD 1244****State Clearinghouse: VIC 9.7**

TAFE Educational Services Co-ordinators' Association; Hawthorn Institute of Education.

Victorian TAFE Papers No. 1. TAFE Educational Services Co-ordinators Association; Hawthorn Institute of Education, 1984, 67p.

ISSN 0814 2351

Format: Hard Copy**Availability:** Business Manager, Hawthorn Institute of Education 442 Auburn Road Hawthorn VIC 3122**Price:** 3.00 (Individuals); 5.00 (Institutions) per issue**Descriptors:** Apprenticeships; TAFE; Vocational Education**Identifiers:** Lasers; Navigation; Occupational Safety and Health; Periodicals; Reading**Abstract:** The journal offers views on current TAFE issues, written for the most part by those with a direct involvement in TAFE as teachers, administrators or in teacher education. Two issues will be published each year in April and October. Articles in No. 1 are: 'Apprenticeship: Has it a future'; 'Perspectives on the future of trade education—a conference report'; 'Pre-apprenticeship training in Victoria—the reasons why (and why not)'; 'A

personal view'; 'Some current research on apprenticeship training methods'; 'The Committee of Inquiry into Labour Market Programs'; 'Reading: The role of the trade teacher'; 'The language of TAFE teaching materials'; 'TAFE curriculum network: Policy and pragmatism coming together'; 'A suggested model for the review of TAFE courses'; 'Navigation training through simulation'; 'Bringing new technology into training for the instrument trade'; 'Looking into the classroom of a TAFE teacher'; 'Laser force in education'; 'Piloting a future industrial technics and education centre in TAFE'; 'The TOP statewide research project'; 'Occupational health and safety and teacher welfare'; 'Performance evaluation'.

TD 1245**State Clearinghouse: VIC 9.8**

Claydon, L F (ed)

An investigation into objective learning. Bundoora Victoria: La Trobe University School of Education, 1983, 41p. plus appendices.**Format:** M-fiche Hard Copy**Availability:** VIC TAFE Clearinghouse (Mfiche), La Trobe University, School of Education (Hard Copy)**Price:** Hard Copy (6.00, Cheque payable to La Trobe University, School of Education, Bundoora, Vic. 3083); Mfiche (Free)**Series:** Bachelor Education Task Force Reports Nine**Descriptors:** Course Evaluation; Metalworking; Learning Modules; Teaching Methods**Identifiers:** Fitting and Machining**Abstract:** The study was undertaken by a group of teachers in the Machining and Fitting section of Footscray College of TAFE (formerly Footscray Technical College). The investigation concerned the method of instruction adopted for courses in this area in the college. The particular interest was the degree to which both the syllabus and teaching methods accorded with the specifics of the theory of self paced learning and the behavioural objectives approach. The purpose of the research was to locate ways in which the instructional program could be improved. It was also considered that course effectiveness is diminished if practising teachers are confined to acceptance of improvements from a distant centre rather than being critical architects of their own intelligent teaching models. Module eleven (11) of the Fitting and Machining apprenticeship was used for the research. The task force looked at the layout

of the workshops, analysed the syllabus; revised module eleven and revised the module eleven student workbook. Module eleven syllabus, student workbook and test are contained in the appendices.

TD 1246

State Clearinghouse: VIC 9.9

Makin T; Henry N

Graphic presentation techniques for lecturers. Melbourne: RMIT, 1984, 79p.

Format: Hard Copy

Availability: Administrative Officer, Education Unit, RMIT, G.P.O. Box 2476V, Melbourne, Vic. 3001

Price: Hard Copy (\$8.00)

Descriptors: Graphic Arts; Instructional Materials; Teaching Guides

Abstract: This handbook describes the criteria for well-designed graphics and suggests ways of using them as effective instructional aids. It includes chapters on visual communication, designing graphics for use with audio visual media, using colour, designing and presenting graphics, diagrams, maps and photographs.

TD 1247

State Clearinghouse: VIC 9.10

Fleming, D

Education for legal support staff employed in the legal profession in Victoria: A report of a study of students enrolled in the Certificate of Business Studies (Law) at the Royal Melbourne Institute of Technology 1973-81. Canberra: Canberra College of Advanced Education, 1983, 71p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Legal Assistants; Student Attitudes; Student Characteristics

Abstract: This study attempts to evaluate the extent to which the present Certificate of Business Studies (Law) provides adequate vocational education for law clerks. Students enrolled in the course at RMIT during the years 1973 to 1981 were surveyed in order to gain information relating to their social, educational and employment backgrounds in addition to their attitudes to the course. The final chapter reviews the evidence of the survey and suggest some recommendations for the revision of the course.

TD 1248

State Clearinghouse: VIC 9.11

Rhodes G

Feasibility study: Refrigeration and Airconditioning courses for tradesmen; final report. Melbourne: RMIT, 1984, 24p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Needs Assessment; Refrigeration Mechanics

Identifiers: Refrigeration/Airconditioning

Abstract: This study, carried out by the RMIT Curriculum Development Group in conjunction with the School of Mechanical Technology, was designed to test a view that a technician level course should be provided for the Refrigeration and Airconditioning industry. Information, which was sought by questionnaire from current and recent trade students and employers included: type of work in which the respondent was engaged, predicted changes in work, skills and knowledge presently lacking, whether there is a perceived need for additional training and, if so, in what areas should training be made available. The report concluded that, rather than develop a technician course, a series of educational packages which could be presented individually or combined to provide short courses, advanced basic vocational or technician level qualification would better serve the needs of the client group.

TD 1249

State Clearinghouse: VIC 9.12

Mealyea R

Coping with apprentices' reading problems. Hawthorn: Hawthorn Institute of Education, 1984, 13p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Apprenticeships; Readability

Identifiers: Apprentices

Abstract: By drawing on an understanding of the reading and learning processes this publication addresses the problem of how to assist apprentices to cope with reading problems. Techniques and strategies are provided for classroom teachers to adopt as part of their day-to-day teaching to assist apprentices' comprehension, and thus improve their ability to cope with their course. Although this publication is primarily aimed at the trade classroom teacher, it has implications for most

subject teachers at the TAFE level. To assist teachers who wish to delve further into this field an appropriate bibliography is provided.

TD 1250

State Clearinghouse: VIC 9.13

Cookson C; Saleeba J; Benson G
Community learning: a public investment.
Victoria, Melbourne: TAFE Board, 1984, 176p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Access To Education; Community Education; Educational Policy; Needs Assessment

Abstract: This report was undertaken to develop the data base and policy and planning directions for the enrichment category and for the role of community providers. Three separate surveys were undertaken together with a literature search and numerous case studies of existing models. The surveys highlight the profile and attitudes of enrichment students as well as movement from enrichment and other TAFE streams. The special role of community providers was identified together with large numbers of students (particularly women, the under educated and the over 30 age group) who are being catered for by this provider network. Issues relating to funding, isolated communities, facilities and links with the formal TAFE system are also considered in this report.

TD 1251

State Clearinghouse: VIC 9.14

Victoria. TAFE Board
Annual statistical collection students: 1983
Victoria. Melbourne: 1984, 208p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Enrolment; Postsecondary Education; School Statistics; Statistical Data

Abstract: This statistical collection draws a clear distinction between those programs classified to the vocational and preparatory streams of TAFE (Streams 1-5; Division A) and programs classified to the Adult Education Stream (Stream 6; Division B).

While both divisions collect data in respect of net students in TAFE at various levels of reporting, the range and detail of data collected were substantially greater for Division A than for Division B.

Consistently for both divisions, however, the requisite statistic was a student statistic; that is, within a given level of reporting for a particular division, no student was to be counted more than once, even where the student records a number of valid and separate enrolments at that level (in that division) within the reference period. A statement was sought for each division separately of the net number of students who participated in TAFE during the reference period. Additional reports for individual providers are given on microfiche only.

TD 1252

State Clearinghouse: VIC 9.15

Looker J K; Walker J H
Conveyor screws for Patternmakers. Melbourne: RMIT, 1984, 68p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse (Mfiche), RMIT (Hard Copy)

Price: Hard Copy (10.00, Cheque payable to RMIT), Mfiche (free)

Series: Patternmaking Series

Descriptors: Course Descriptions; Geometric Constructions; Learning Modules; Patternmaking

Identifiers: Conveyor Screws

Abstract: This booklet provides theoretical and practical instruction on the making of timber patterns for all types of conveyor screws cast in metal in a foundry. The topic forms part of Module 20 of the Patternmaking Apprenticeship course at RMIT. It deals with the step by step procedures to make small, medium and large conveyor screws for a number of foundry moulding methods. The objectives of the work are set down at the beginning of the booklet and test items including practical engineering. Examples are given at the conclusion of the text. There are 75 line drawings to assist the student in fully understanding the text. Wherever possible, alternate methods of producing pattern equipment are given.

TD 1253

State Clearinghouse: VIC 9.16

Benson G
Community educator's handbook. Collingwood Victoria: TAFE Publications Unit, 1983, 49p.

Format: Hard Copy

Availability: TAFE Publications Unit, 37 Langridge Street, Collingwood, Vic. 3066

Price: Hard Copy (3.98 plus freight)

Descriptors: Community Education; Guides

Abstract: This handbook has been prepared to help community workers with the day to day tasks of providing programs and services in community based settings. However, readers should be aware that on frequent occasions community education is discussed in a much broader way as a tool for community development and social change. It has an educational focus which assumes that all educational experiences, academic, vocational, access and enrichment are equally valuable. It recognises that many legitimate and stimulating educational programs take place in non-institutional settings, such as a Neighbourhood House.

The handbook has been prepared as an information directory and as a catalyst which can lead people to further discussion, reading, training and personal development. It is designed to be read quickly and understood easily. Chapters cover: the role of the community educator, working with volunteers, researching community needs, tapping into existing resources, budgeting, funding and accounting, publicising what you have to offer, evaluation and autonomy and identity.

TD 1254

State Clearinghouse: SA 9.1

Le Duff G; Sawyer G

Review of the Architectural Technician Certificate Course. South Australia, Adelaide: Dept of Technical and Further Education, 1984, 226p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Architectural Education; Certificate Courses; Technicians

Abstract: The initiative to undertake the review of the Architectural Technician Certificate (ATC) Course came from the ATC lecturing staff at Gilles Plains Community College (TAFE) in July 1981. Interview questionnaires were used to collect data from industry, graduates, lecturers and students in May-August 1982. A project document formed the basis for the development of a new curriculum and also contained information about the occupational duties of an architectural draftsman as well as work force demand/supply data.

The major findings of the review were: (a) the course should reduce emphasis on detailed mathematical calculations in 'structures'; (b) the course should increase emphasis on the preparation of 'working drawings'; (c) various sources indicate that training input is

currently above industry demand; (d) many students complete individual subjects of the course but do NOT complete the whole course; (e) there is some industry support for the presentation of short courses by the Department of Technical and Further Education.

TD 1255

State Clearinghouse: SA 9.2

Sawyer G; Le Duff G

Review of the Building Technician Certificate course. South Australian, Adelaide: Dept of Technical and Further Education, 1984, 166p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Building Trades; Certificate Courses; Construction Industry; Technicians

Abstract: The Building Technician Certificate (BTC) course services several technician level occupations within the building industry (private and public sectors). The initiative to undertake the review of the course came from BTC lecturing staff at Gilles Plains Community College (TAFE). Surveys were conducted of industry, graduates, lecturers and students in May-August 1982. Findings indicated the need to include management training in the BTC course; reduce the emphasis placed on detailed mathematical calculations in the subject 'Building Structures', but maintain an appreciation of work performed by a structural engineer; investigate the provision of separate short courses by the Department in estimating scheduling and surveying; and reduce emphasis on drafting skills for BTC students. These findings have implications for the Building Certificate. Professional associations in the building industry strongly support more widespread involvement of middle level management personnel in formal training. This may result in increased demand for training from the building industry in the future.

TD 1256

State Clearinghouse: SA 9.3

Le Duff G; Sawyer G

Review of the Architectural and Building Technician Certificates. Companion document. South Australia, Adelaide: Dept of Technical and Further Education, 1984, 45p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Architectural Education; Building Trades; Certificate Courses; Technicians

Abstract: The content of this report is a product of the major review of the Architectural and Building Technician Certificate courses. The findings and recommendations concerning the course content and structure were presented in two (Architecture and Building) reports.

The above report is concerned with a number of other curriculum elements including the teaching/learning process (e.g. teaching skills, assessment, workload) and learning environment (e.g. adequacy of college resources, influences on study habits, counselling). A brief outline of student and lecturer characteristics is also provided.

Information was collected by interviews and questionnaires from students (1982), graduates, lecturers and employers.

TD 1257

State Clearinghouse: SA 9.4

Murphy D; Le Duff G

Review of the Radio/Electronics Trade courses: 1983. An industry/occupation analysis of the client group and some contextual matters. South Australia, Adelaide: Dept of Technical and Further Education, 1984, 19p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Electronics; Radio; Trade Courses

Abstract: This paper was prepared as context for the review of the Radio Basic Trade course. The aim of the research was to identify the client group that could be served by a revised course. The document identifies the industry sectors and occupations that could be served by a revised Electronic Basic Trade course. It also questions the appropriateness of the current title of the declared vocation, i.e. Tradesman Radio, particularly in relation to the impact of changing technology in electronics.

The major data sources for the document were the ABS census data and student college record cards. The major findings included the following:

(a) four major occupation categories could be served by a new course: Electronic Fitter, Radio TV Mechanic Repairman, Radio TV Transmission Technician and Mechanic, and Office Machine Mechanic;

(b) these occupations are distributed over a wide range of industry categories; but great concentration occurs in the Wholesale - Retail division and sections of the Manufacturing division;

(c) the word 'radio' is no longer appropriate to describe the trade course.

TD 1258

State Clearinghouse: SA 9.5

Jones G

New opportunities for women (N.O.W.): Evaluation report. Adelaide: Dept of Technical and Further Education, South Australia, Equal Opportunities Unit, 1983, 127p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Equal Opportunities (Jobs); Refresher Courses; Retraining; Womens Education

Abstract: Although there has been a number of special courses for women developed in Australia since the early 70s, the NOW course offers something completely different. It has the specific aim of introducing women to opportunities for training and work in technical and scientific areas. The course designers have been mindful of a number of facts related to women's employment: the high level of unemployment in the areas where the majority of women work (clerical, service and retailing sectors); the predicted effects of technological change on employment prospects in these areas; discrimination which has prevented women from entering the technical and scientific fields.

The report evaluates the pilot programs in terms of the objectives. The methodology used is aimed to find out (a) the activity which leads to mounting of the course and (b) the course in operation. For the first, the project officer took on the task of data collection and analysis relating to the process by which the course was both mounted and run. For the second, the students and lecturers, together with course content in practice were the focus of data collection.

The findings were that the majority of students entered the course with fairly traditional employment in mind and that they were looking for directions and confidence. They left the course with high confidence levels and most of them with study plans, almost all of which were career/job oriented.

TD 1259

State Clearinghouse: SA 9.6

Seebeck R L

Analysis of the impact of the introduction of a competency-based vocational education program on the students and staff at a college of technical and further education. Underdale SA: College of Advanced Education, 1984, 118p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Competency Based Teacher Education; Experimental Programs; Program Evaluation; Teacher Education Programs

Abstract: This study is an unpublished research project for the Graduate Diploma in Further Education at South Australian College of Advanced Education. It was part of a larger study on the design, implementation and evaluation of a competency-based vocational education (CBVE) program in panelbeating at Croydon Park College of Technical and Further Education. This part aimed to analyse the change process impacting on the administration, teaching staff and students at the college as a result of the introduction of this experimental program. Data were collected by questionnaire and interview from those directly involved in the program as well as those not directly involved. Satisfaction with the program was found to be high, and both staff and students involved were impressed with the mastery and self-paced aspects. It was considered by participants that CBVE had resulted in higher standards. Those not directly involved indicated little understanding of CBVE, and many professed to have little interest. It was shown that while the new program had produced its pressures, it had been regarded positively, and both students and staff were keen to continue the program into the following year.

TD 1260

State Clearinghouse: SA 9.7

Harris R; Haines B; Barnes G; Hobart B
Competency-based vocational education project. South Australia, Underdale: SA College of Advanced Education, 1984, (1) 23p. (2) 37p. (3) 17p. (4) 13p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Competency Based Teacher Education; Program Evaluation; Teacher Education Programs

Abstract: These four phase reports record the progress of the design, implementation and evaluation of a competency-based vocational education (CBVE) program in panelbeating at Croydon Park College of Technical and Further Education. The evaluation was carried out by the above authors, and was funded by the TAFE National Centre for Research and Development during 1983 and 1984.

The first document focuses on the staff development program conducted over thirty-four hours late in 1982; the second records the development of materials, the establishment of facilities and early details on the

project's overall methodology; the third describes the implementation of the CBVE program and the collection of evaluative data; and the fourth details the final activities of the project prior to writing the final report.

The final report on this project has been submitted to the TAFE National Centre for publication.

TD 1261

State Clearinghouse: SA 9.8

Brown A J

Joint College/Community Libraries: The South Australian experience. South Australia, Adelaide: Dept of Technical and Further Education, 1984, 34p., tables, maps, refs.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: College Libraries; Community Colleges; Library Co-operation; Public Libraries; TAFE Colleges

Abstract: The paper describes several joint-use library services which have been established in post-secondary TAFE Colleges in South Australia by the public library authorities in co-operation with the Department of TAFE. Services are already in operation in Colleges at Noarlunga, Murray Bridge and Peterborough, and others are in the planning stages.

The paper reports results of an initial survey of borrowers at Noarlunga which revealed a high level of user satisfaction with the service. The author, who has been responsible for negotiating joint-use agreements between the Department and local government, outlines the factors which he considers have contributed to the successful implementation of the joint-use concept in TAFE.

TD 1262

State Clearinghouse: SA 9.9

Barnes G T

Competency-based vocational education: Staff development program and materials. South Australia, Adelaide: Dept of Technical and Further Education, Staff Development Centre, 1983, 80p. various paging.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Competency Based Teacher Education; Staff Development; Teacher Education Programs

Abstract: This is a staff development program to prepare TAFE lecturers experienced in a traditional methodology to develop skills and plan and implement a competency-based vocational education (CBVE) program.

The thirty-four hour course has been developed as a part-time program to be offered over a seven week period, but could be varied to suit the particular needs of the client group. Each of the seven sessions is provided with a guide that states the topic, objective, session structure and outline and resources. The resources included are overhead transparencies, flipcharts and handouts. The package also refers to videotapes and films, and in some sessions to case studies and similar activities detailed in modules developed at Ohio State University.

TD 1263

State Clearinghouse: SA 9.10

South Australia. Dept of Technical and Further Education

Annual report of the Director-General of Technical and Further Education, South Australia 1983. Adelaide: 1984, 68p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: Annual Report

Descriptors: Occupational Courses; TAFE Colleges; TAFE Courses

Abstract: A report on activities of the South Australian Department of Technical and Further Education in 1983, including statistics.

TD 1264

State Clearinghouse: WA 9.24

Madden B

Albany Technical College FFE Waiter/Waitressing Course: An evaluation. Western Australia, Perth: Technical Education Div, Participation and Equity Program, 1984, 20p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Food Service; Hospitality Occupations

Identifiers: Waiter; Waitressing

Abstract: The subject of this paper is a 12 week Foundation For Employment course aimed at preparing young people in the Albany region of Western Australia for working as waiter/waitresses in local hotels and restaurants.

TD 1265

State Clearinghouse: NSW 9.9

Phua S M; Taylor N

Evaluation of the second Bridging Course for Further Studies (19th September to 10th December 1983). NSW TAFE Counselling Service, Sydney: NSW Dept of TAFE, 1984, 11p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Bridging Courses; Course Evaluation; English for Special Purposes

Identifiers: Bridging Course for Further Studies; English for Specific Purposes

Abstract: Many migrants from non-English speaking backgrounds are effectively blocked from gaining access to technical or professional occupations or further studies by their lack of English language mastery. To help remedy this situation a bridging course for those NES migrants who had completed secondary school in their own country was offered at Sydney Technical College. This report outlines the course, describes the students and presents both the teachers' and students' evaluation of the program.

TD 1266

State Clearinghouse: NSW 9.32

Gordon-Smith P; McBride T

Report of a need and demand survey of a course for supervisors of vocational rehabilitation facilities. Sydney: NSW Department of TAFE, 1984, 111p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Rehabilitation Centers; Sheltered Workshops; Supervisory Training; TAFE Courses

Abstract: This report details the demand for a vocational rehabilitation course in NSW as well as considering the pattern of attendance and curriculum of such a course. The survey was carried out by questionnaire of total population and 'Nominal Group Process' type meetings with managers and supervisors of selected workshops and activity centres in NSW. The report includes recommendations for a suitable course of study for supervisors of vocational rehabilitation facilities.

TD 1267

State Clearinghouse: NSW 9.33

NSW Dept of tAFE

The TAFE college learning resources complex.
Sydney: 1984, 1 vol.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Educational Facilities Design;
Learning Resources Centers; TAFE Colleges

Identifiers: Instructional Design Centres

Abstract: In new or upgraded colleges, the TAFE learning resources complex will aim to include the discrete operations of the library resource centre, the instructional design centre, the individual learning centre, the basic education centre, language laboratories, the external studies centre and the computing centre. Guidelines for siting, levels of provision and spatial requirements, and planning based on function are given. Some sample layouts are shown.

TD 1268

State Clearinghouse: NSW 9.34

Killen R

Reader education: From the other side of the desk. Newcastle, NSW: Newcastle College of Advanced Education, 1984, 9p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: College Libraries; Library Instruction

Abstract: This paper discusses the differing expectations of librarians and users as to how librarians can best assist users. It considers that reader education is likely to be most effective when the student wants to be educated and when the librarian utilises instructional techniques which have been established as useful practice in more general fields of education.

TD 1269

State Clearinghouse: NSW 9.35

Schofield D

User/reader education in a college library: Observations of one thrown in at the deep end. Newcastle, NSW: Newcastle Technical College, 1984, 7p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: College Libraries; Library Instruction

Abstract: This article attempts to define reader education; list the types; cover the factors which affect it; and suggest a method of establishing a reader education program for a college library which considers both the general approach and specific practical suggestions.

TD 1270

TAFE National Centre: 9.4

Mageean P

Selection to pre-employment trades based courses. Adelaide: TAFE National Centre for Research and Development, 1985, 74p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 5.50 (Hard Copy)

Series: (Working Paper 5)

Descriptors: Apprenticeships; Selective Admission; TAFE Students; Trade Courses

Abstract: This paper looks at the selection of students for trades based pre-vocational and pre-apprenticeship courses, where such courses carry credit towards an apprenticeship. Research on selection, both in Australia and overseas is reviewed, and selection methods used in each State and Territory are discussed.

A list of recommendations is made for selection of pre-employment students. The major recommendation is to devise student profiles which would enable each individual applicant to be described across a range of categories.

TD 1271

TAFE National Centre: 9.5

Parkinson K

Articulation of TAFE middle level and higher education courses in Australia. Adelaide: TAFE National Centre for Research and Development, 1985, 131p. and appendices.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 8.00 (Hard Copy)

Series: (Commissioned Report 7)

Descriptors: Accreditation (Courses); Accrediting Authorities; Admission Criteria; Transfer Policy

Abstract: Universities and colleges of advanced education in Australia were surveyed to determine their policies and practices in admitting and granting status to

holders of TAFE middle-level Certificates who wish to transfer to relevant higher education courses. Of the 92 higher education institutions which were approached, 33 responded.

It was found that the majority of higher education institutions in Australia including a number of universities was prepared to admit students to courses on the basis of a successfully completed relevant TAFE middle-level course and that over the years 1980-1983 more than 15 000 students had availed themselves of that opportunity.

A number of recommendations is made. These are directed principally at obtaining more information on the performance in higher education of holders of TAFE middle-level Certificates so that the current policies of the institutions might be liberalised further and at ensuring that information concerning opportunities available to holders of TAFE middle-level Certificates is readily available.

TD 1272

TAFE National Centre: 9.6

Noonan P

The Participation and Equity Program in TAFE: A critical analysis. Adelaide: TAFE National Centre for Research and Development, 1985, 30p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 3.50 (Hard Copy)

Series: (Occasional Paper 11)

Descriptors: Equity; Evaluation; Participation; TAFE

Identifiers: Participation and Equity Program

Abstract: This paper traces the background to the development of PEP and looks at the issues of participation and equity as general policy considerations. It identifies the major structural barriers which affect equity in TAFE, and concludes by identifying some options by which the role of the Commonwealth might be enhanced in order that the objectives of PEP can begin to be met.

TD 1273

TAFE National Centre: 9.7

Davis D

Education and worker co-operatives: Some perspectives of the Australian TAFE connection. Adelaide: TAFE National Centre for Research and Development, 1985, 23p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 3.00 (Hard Copy)

Series: (Occasional Paper 10)

Descriptors: Co-Operatives; Labour Education; Working Class

Abstract: Dr Denis Davis of the Centre for Research in Education and Work reviews the current situation in Australia with respect to worker co-operatives, and discusses the role of education.

TD 1274

TAFE National Centre: 9.8

White M

Education and youth employment in Australia during the great depression. Adelaide: TAFE National Centre for Research and Development, 1985, 76p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 5.50 (Hard Copy)

Series: (Occasional Paper 9)

Descriptors: Educational History; Youth Employment

Abstract: Dr Michael White of the WA Institute of Technology has produced an historical study of youth employment and evaluation during the Depression years in Australia. He analyses policy with respect to employment and in particular post-school and technical education during the worst economic crisis faced in the present century. Readers will draw their own conclusions as to similarities between Depression policies and solutions and those occurring during the late 1970s.

TD 1275

TAFE National Centre: 9.9

Blandy R; Poland G; Robertson F

Labour force forecasting for technicians/technical officers. Adelaide: TAFE National Centre for Research and Development, 1985, 78p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 6.00 (Hard Copy)

Series: (Commissioned Report 8)

Descriptors: Labour Force; Labour Market; Occupational Surveys; Prediction; Technicians

Abstract: This report presents forecasts of requirements for, and stocks of, technicians / technical officers in the Australian labour force in 1986 and 1991. The forecasts are based on

various scenarios of future economic growth, structural change in industry and the occupational composition of employment.

TD 1276

TAFE National Centre: 9.10

den Brinker P

Australian TAFE systems: A comparative approach. Adelaide: TAFE National Centre for Research and Development, 1985, 272p. incl. appendices.

Format: M-fiche

Availability: TAFE National Centre for Research and Development

Price: Free

Descriptors: Comparative Analysis; Data Processing; Expenditures; Social Attitudes; TAFE

Abstract: This document was prepared in partial fulfilment of the requirements for the degree of Master of Education at the University of Melbourne. Four themes addressed in the thesis are: an overview of TAFE in Australia; systematisation of data on a regional basis; the relationship between TAFE and other dimensions of society; and possible determinants of expenditure in TAFE.

TD 1277

TAFE National Centre: 9.11

Hunter I; Austen R

Advisory committee structures in vocational education and training. Adelaide: TAFE National Centre for Research and Development, 1985, 34p.

Format: Hard Copy

Availability: TAFE National Centre for Research and Development

Price: 3.00 (Hard Copy)

Descriptors: Advisory Committees; Labour Market; Vocational Education

Abstract: This report was commissioned by the TAFE National Centre for Research and Development for submission to the Committee of Inquiry into Labour Market Programs. The report examines the views held by persons connected with the work of these committees as to existing structures and the scope for improvement; the manner in which relationships between peak committees may be improved; and the manner in which relationships between peak committees and specific purpose committees may be improved.

TD 1278

State Clearinghouse: WA 9.17

Western Australia. Technical Education Div. Aboriginal Access

Leatherwork, Mullewa: Course report. Perth: 1984, 15p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Leather

Identifiers: Access Course; Adult Aboriginal Education

Abstract: Mullewa is situated 100 kilometres east of Geraldton and the Aboriginal population of the town is approximately 600, a large number of whom are employed.

TAFE Aboriginal Access was approached to conduct a course in leatherwork as a means of creating a small cottage industry. The course aim was to provide students with the skills, abilities and attitudes considered necessary for the efficient manufacture of leather goods.

The course was conducted for two weeks and was attended by 16 people.

TD 1279

State Clearinghouse: WA 9.18

Western Australia. Technical Education Div. Aboriginal Access

Pyrography (pokerwork), Broome: course work. Perth: 1984, 8p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Handicrafts

Identifiers: Access Courses; Adult Aboriginal Education; Pokerwork; Pyrography

Abstract: This course in Pyrography (pokerwork) was conducted as the result of a request made to TAFE Aboriginal Access.

The basic objectives of the program were to demonstrate and practise pyrography with the use of poker machines. The course was conducted over five days and was attended by twenty three students.

TD 1280

State Clearinghouse: WA 9.19

Western Australia. Technical Education Div. Aboriginal Access

Handicrafts, Blackstone: course report. Perth: 1984, 10p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Handicrafts

Identifiers: Access Courses; Adult Aboriginal Education

Abstract: Blackstone is an Aboriginal settlement in the Western Australian Central Reserve and has a population of approximately 100 people. At the request of the women, this handicrafts course was held in June 1984. The aims of the course were to provide basic demonstration, instruction and practice in spinning, weaving and knitting.

TD 1281

State Clearinghouse: WA 9.20

Western Australia. Technical Education Div. Aboriginal Access
Silkscreening, Mowanjum community-Derby: course report. Perth: 1984, 15p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Creative Art; Handicrafts

Identifiers: Access Courses; Adult Aboriginal Education; Silkscreening

Abstract: Mowanjum Community is situated about 15 kilometres from Derby, WA, and the Aboriginal people there have strong links with arts and crafts, and have operated a small but successful artifact making business.

TAFE was requested to provide training in the field of silk screening. It was hoped to reach a standard that would encourage sales to tourists. The course was conducted over three weeks.

This report outlines the aims of the course and a daily diary kept by the instructor outlines both the strengths and weaknesses of the project.

TD 1282

State Clearinghouse: WA 9.21

Western Australia. Technical Education Div. Aboriginal Access
House painting, Tambellup 1984: course report. Perth: 1984, 17p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Painting (Industrial Arts)

Identifiers: Access Courses; Adult Aboriginal Education; Painting and Decorating

Abstract: Tambellup is in the southwest region of Western Australia and has an Aboriginal population of about 150, among whom unemployment is a problem.

This house painting course was conducted as a means of teaching skills that could increase employment prospects, as well as renovating State Housing Commission houses.

The course was not successful and this report outlines both the aims of the course as well as the reasons for its failure.

TD 1283

State Clearinghouse: WA 9.22

Western Australia. Technical Education Div. Aboriginal Access
Motor Maintenance (diesel) Jamieson course report. Perth: 1983, 8p.

Format:

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Auto Mechanics; Diesel Engines

Identifiers: Access Courses; Adult Aboriginal Education; Automotive Mechanics

Abstract: Jamieson is an Aboriginal settlement situated 147 kilometres due east of the Warburton Ranges, towards the western boundary of the Central Reserve WA. It has a population of about 220 people.

Because the roads in the region are poorly maintained, and the countryside is dry and dusty, vehicles receive severe treatment. Lack of appreciation of the necessity to maintain them, results in a short working life for vehicles.

This training program was designed to assist a group of young men to become the basis for maintenance teams to service and maintain vehicles for the community. The emphasis was on the basic motor maintenance of diesel engine vehicles. The course was conducted over five days and was attended by nine students.

TD 1284

State Clearinghouse: WA 9.23

Western Australia. Technical Education Div. Aboriginal Access
Baking and pastrycooking, West Kimberley: course report. Perth: 1984, 11p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Bakery Industry

Identifiers: Access Courses; Adult Aboriginal Access

Abstract: In 1983 courses were conducted to teach skills in baking within three Aboriginal communities in the West Kimberley region of WA namely: Looma, Fitzroy Crossing and Lombadina.

To upgrade these skills, the various communities requested TAFE to conduct courses that would not only reinforce the skills already taught, but also introduce new lines of prod-

ucts, such as fancy loaves, rolls, pies, pasties and sausage rolls. As these communities were already operating small business enterprises, marketing skills were also included in these refresher courses.

A four week course was conducted at Looma; and six week courses at both Fitzroy Crossing and Lombadina.

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Western Australian TAFE Clearinghouse

Technical Education Division

Education Department of W.A.

151 Royal Street

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NATIONAL TAFE CLEARINGHOUSE

TAFE National Centre for Research
and Development Ltd,

296 Payneham Road,

Payneham 5070 (08) 42 7905

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INTRODUCTION

BACKGROUND

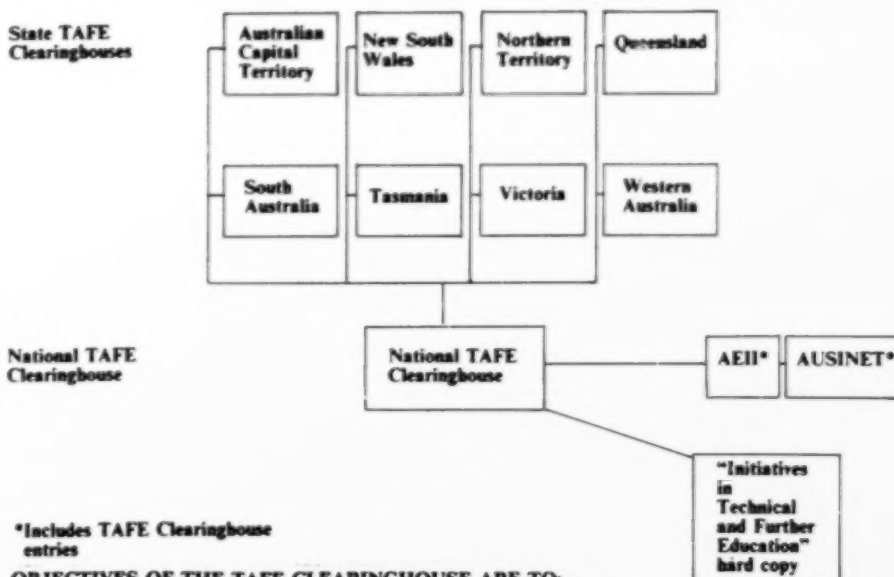
The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November 1978. The six State and two Territory Clearinghouses, linked together by the National TAFE Clearinghouse, are responsible for accessing documents and distributing copies of these in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into the present hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also.

The diagram below illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.

NETWORK OF TAFE CLEARINGHOUSES

TAFE CLEARINGHOUSES

DATA BASES



*Includes TAFE Clearinghouse entries

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initiatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initiatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. TAFE teachers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials of an innovative nature, which could include syllabus documents, student materials (including textbooks), teachers' guides, audio visual materials, materials for TAFE teacher education, and tests. (Only a limited number of curriculum materials can be accepted for publication in each issue of this booklet)
- Questionnaires, etc.
- Feasibility studies
- Catalogues of instructional materials
- Bibliographies

Only completed documents are accepted.

HOW TO USE THIS BOOKLET

LOCATION OF DOCUMENTS

Documents can be located by using the Author and/or Subject Indexes. These are arranged in alphabetical order with accession (TD) numbers of related documents listed under each entry.

REQUESTS FOR DOCUMENTS

Once documents have been located by either on-line or manual search, requests may be forwarded to the Clearinghouse in the State or Territory from which the document originated (see **Document Request Form** opposite), or, where the Clearinghouse is not involved in the distribution, requests may be forwarded, together with payment, if any, to the author/institute concerned.

METHODS OF SEARCHING

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AE11 data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

Descriptors

TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Australian Thesaurus of Education Descriptors*, which constitutes an authoritative list of broad, narrow and related terms applied to the field of education. The Australian Council for Educational Research (ACER) continually modifies the list of descriptors during the formation of the Australian Education Index publications while additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the *Australian Thesaurus of Education Descriptors*, and for new terms, such as names of specific conferences, which have not previously been used. Identifiers may also be allocated from the *Glossary of TAFE Terms*. Both descriptors and identifiers have been used in the compilation of the Subject Index in this publication.

Glossary of TAFE Terms

A *Glossary of TAFE Terms* is being developed by the TAFE National Centre for Research and Development and forms the basis for usage of TAFE terms in publications put out by the Centre. Terms in this Glossary are consistent with those in the *Australian Thesaurus of Education Descriptors*.

SEARCH REQUESTS

Some TAFE Clearinghouses are able, on request, to conduct on-line searches for TAFE documents.

HOW TO CONTRIBUTE

You may contribute to the TAFE Clearinghouse System by completing and forwarding a TAFE Clearinghouse Submission Form, together with **two copies** of your document, to the relevant State or Territory TAFE Clearinghouse. Forms may be obtained from your TAFE Clearinghouse, from TAFE Colleges, or may be photocopied from the sample in this booklet.

CLEARINGHOUSE LOAN

Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library Loan.

TAFE CLEARINGHOUSE DOCUMENT REQUEST FORM

- Before requesting a document through the Clearinghouse System, check first whether it is held by your local TAFE College Library or institutional library.
- Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library loan.
- Clearinghouse documents may be obtained by completing and forwarding this TAFE Clearinghouse Request Form to the Clearinghouse in the State or Territory in which the document originated.
- Where author(s) or institution(s) are cited in the Availability category of the Document Entry, apply directly to these at the address shown.
- Photocopies of this form may be used for requests for documents.

NATIONAL TAFE CLEARINGHOUSE DOCUMENT REQUEST FORM

TD NO.

STATE/TERRITORY CLEARINGHOUSE NO. (e.g. WA 6.4; ACT 4.8)

AVAILABILITY (as shown in Document Entry)

AUTHOR(S)

TITLE

PREFERRED FORMAT
(if options available)

Microfiche ☐

Hard Copy ☐

PRICE NO. OF COPIES

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DATE

POSITION

ADDRESS

POSTCODE TELEPHONE

If you are a student or staff member of an educational institution please name the institution

PLEASE FORWARD THIS FORM TO THE STATE/TERRITORY CLEARINGHOUSE INDICATED BY THE CLEARINGHOUSE NUMBER

TAFE CLEARINGHOUSE SUBMISSION FORM

You may contribute to the TAFE Clearinghouse System by completing and forwarding this TAFE Clearinghouse Submission Form together with two copies of your document, to your State or Territory TAFE Clearinghouse. Forms may be obtained from State or Territory TAFE Clearinghouses or, in many cases, from TAFE Colleges, or may be photocopied from this photo-reduced sample.



TAFE CLEARINGHOUSE SUBMISSION FORM

Please forward completed form, together with TWO COPIES of the document, to your State TAFE Clearinghouse

TITLE:
(in upper and
lower case)

PUBLICATION DATE:

AUTHOR(S):
(Personal or
Corporate)

PUBLISHER:
(e.g. Institution)
ADDRESS:

PLACE OF PUBLICATION:

SERIES:
(e.g. Discussion Paper No. 3)

ABSTRACT (Brief description not exceeding 150 words. Include purpose, type of study, research sample, source treatment and presentation of data, findings, conclusions, special features, etc.):

NO. OF PAGES, NOTES, etc.:

SUGGESTED KEY WORDS:
(e.g. subjects, places, names)

CONTACT PERSON:
ADDRESS:

TEL. No.:

No. OF COPIES AVAILABLE TO CLEARINGHOUSE:

COST OF PUBLICATION:
(if applicable)

\$
\$

(Hard Copy)
(Microfiche)

One of the chief roles of the National TAFE Clearinghouse system is to distribute copies of documents lodged. This requires the author(s), by signing the release below, to give to the Clearinghouse system permission to reproduce the document (usually on microfiche) and to distribute it.

Authors not wishing to grant this permission will become responsible for distribution, and accordingly, requests for copies of the document will be directed to them.

PERMISSION OF AUTHOR(S)

I/we hereby grant permission to the National TAFE Clearinghouse system to reproduce and distribute this document as required.

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Queries concerning reproduction and distribution rights may be discussed with your State Clearinghouse Officer.

SAMPLE OF A DOCUMENT ENTRY

EXPLANATION OF TERMS

TD 1

State Clearinghouse NSW 1.1

Field L

Panel Beating and Vehicle Painting Trades Courses: report of the Review Committee.
New South Wales, Sydney: Dept of Technical and Further Education 1979, 80p.

Format: Hard Copy

Availability: Clearinghouse NSW 1.1

Price: Free

Descriptors: Auto Mechanics (Occupation); Curriculum Development; Educational Needs; Occupational Surveys; Trade and Industrial Education; Vocational Education; postsecondary Education

Identifiers: College Industry Relationship; Panelbeating; Vehicle Painting

Abstract: This report summarises the findings of a review of the Panelbeating Trade Course and the Vehicle Painting Trade Course. The data which form the basis for this study were obtained by analyzing completed questionnaires from 285 firms and organizations, 439 apprentices and 83 teachers. In addition, 14 firms were visited. The report, in examining the industry, focuses on the overlap between the work of panelbeaters and vehicle painters, the training needs of metropolitan and country areas, and liaison between the colleges and the industry. The report then discusses changes which were suggested for the two courses, and the need for short courses and elective subjects. Finally the report lists the recommendations of the Review Committee.

TD—Stands for "TAFE document"

Accession Number—An identifying number is sequentially assigned to documents as they are processed by the National TAFE Clearinghouse

State of origin of document

State Clearinghouse Accession Number

Author(s)

Title

Publisher, date of publication and pagination

Format—Specifies type of copy available:
M-fiche = microfiche,
Hard Copy = paper copy

Availability—This indicates the source, i.e. Clearinghouse, author, or institution, from which the document may be obtained.

Price—Information listed is:
Actual price*,
Available on request,
Free.

Descriptors—These are subject terms which characterise substantive content. They are assigned from the *Australian Thesaurus of Education Descriptors*.

Identifiers—These are additional identifying terms for subjects not adequately covered by the *Australian Thesaurus of Education Descriptors*. Identifiers are assigned by State and National TAFE Clearinghouses, by AEI, and from the *Glossary of TAFE Terms*. The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarises the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

*This is a statement of the cost at date of publication.

TD 1285**TAFE National Centre: 10.1**

Mountney P (ed); Mageean P (ed)
Issues in TAFE. Australia, Adelaide: TAFE
 National Centre for Research and Develop-
 ment, 1983, 250p.
 ISBN 0863973841

Format: Hard Copy**Availability:** TAFE National Centre for Research and Development**Price:** Hard Copy (8.00)

Descriptors: Accessibility (For Disabled);
 Career Path Followup; Competency Based
 Education; Curriculum Development; Curricu-
 lum Evaluation; Educational Media; Exter-
 nal Study Programs; Staff Development;
 Student Attrition; TAFE; TAFE Colleges;
 Transition Programs

Abstract: TAFE is a multifaceted educational organisation and few people within it, and even fewer outside, know about all the aspects of TAFE outside their own areas of interest and expertise. 'Issues in TAFE' provides information about some current aspects of TAFE. It is hoped the twelve papers it contains will give a broad perspective on different 'issues in TAFE'. The papers were written by experts from a wide variety of organisations. They include TAFE-related articles on: the influence of Kangan philosophy on TAFE; attrition and retention; external studies; competency based occupational education; educational media; career paths of tradespersons; curriculum development; curriculum evaluation; staff development; evaluation of TAFE colleges; access for disabled; transition program. Comments about the articles and suggestions for future topics for the journal, are invited from readers.

TD 1286**TAFE National Centre: 10.2**

Nairne E
TAFE and the aged and ageing. Australia,
 Adelaide: TAFE National Centre for Research
 and Development, 1985, 50p.
 ISBN 0863973922

Format: Hard Copy**Availability:** TAFE National Centre for Research and Development**Price:** Hard Copy (3.00)

Descriptors: Adult Education; Adult Stu-
 dents; Older Adults; TAFE

Abstract: The greying of Australia is one element of the increasing concern being felt by the general population about the problems faced by our older citizens. This paper by Elsie Nairne, of NSW TAFE, is of consider-

able importance to TAFE planners who are faced with meeting the needs of the relatively new but growing clientele from the older members of the community.

TD 1287**State Clearinghouse: SA 10.1**

Ward B J; Elliott H C
Report of the investigation into the needs for TAFE level training in South Australia in the plastics, rubber and related industries. South Australia, Adelaide: Dept of Technical and Further Education, 1984, v.1 Text-52p.; v.2 Appendices-55p.

Format: M-fiche**Availability:** SA TAFE Clearinghouse**Price:** Free**Descriptors:** Industrial Arts; Plastics; Training**Identifiers:** Rubber Industry

Abstract: The investigations reported were conducted jointly within South Australia by two authorities-the South Australian Plastics and Rubber Industry Training Committee and the Department of Technical and Further Education. Questionnaires were sent to all 114 known establishments in the industry. This yielded 55 responses of which 41 were fully usable. Despite the over complexity of the instrument and some size bias among respondents the results are highly usable and credible. The study led the joint participants, through its project Advisory Committee, to formulate two sets of comprehensive recommendations, included in the report, for consideration by their respective authorities, namely the industry itself and TAFE. Volume 1 includes a brief literature review of the industry's characteristics and training needs elsewhere, as well as statistical analysis of the local workforce seen through official sources. The full survey results are set out in Volume 2. Volume 2 consists chiefly of copies of the original terms of reference for the investigation, the questionnaire itself and the results, set out question by question, without comment or discussion. In addition there are large tables of statistics extracted from publications of the Australian Bureau of Statistics. These relate particularly to the plastics and rubber industry which is also portrayed in extracts from some other recent publications.

TD 1288**State Clearinghouse: SA 10.2**

Jordan J
What a principal can do with a micro computer. Regency Park SA: Regency Park Community College, 1984, 16p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Educational Administration; Information Retrieval; Information Storage; Microcomputers

Abstract: Personal computers have brought a new dimension to education management. In this paper, some commonsense rules of data gathering are discussed and indications of the use a principal might make of a personal computer are presented.

TD 1289

State Clearinghouse: SA 10.3

Seidel K E

Planning report for rural studies. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 83p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Agricultural Education; Agricultural Skills; Educational Planning; Labour Force; On The Job Training; Rural Education

Abstract: This planning report identifies the likely demand for farm skills training by both new entrants to the industry and existing farmers. It contains a detailed analysis of the South Australian farming sector using 1981 census data and Agricultural Census data. Projected demands for training in the farming sector are developed in line with the implications for staff and recurrent resources of those demands being met. Options for the future provision of courses to the farming sector and links with the remainder of the Department's Rural Studies program are identified.

TD 1290

State Clearinghouse: SA 10.4

Kuhl D H; Grosvenor J S; Ward R J; Glowik J

South Australian papers presented at the Conference of State and Territory TAFE and training authority research officers, 5 December, 1984 South Australia, Adelaide: Dept of Technical and Further Education, 1984, 13p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Core Curriculum; Curriculum; Educational Needs; Educational Planning; Evaluation Methods; Needs Assessment; Occupational Analysis; Plumbing; Statistical Data; Trend Analysis

Abstract: Titles of each of the papers are: (a)

Outline of methodology used to evaluate the implementation of the nationally common curricular content and practices in plumbing (basic trade); (b) Methodologies for identifying the need and curriculum content of vocational courses; outlines of some developments in South Australian TAFE; (c) Methodology of analysis of community and industry needs for planning purposes; (d) Methodology adopted for a broad analysis of trends in South Australian industries/occupations and the related South Australian Department of TAFE vocational program.

TD 1291

State Clearinghouse: SA 10.5

Bristow A G

Factors related to student attrition in a TAFE course. Adelaide: Dec 83, 120p. Unpublished research project for Master of Educational Administration at Flinders University of South Australia.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Academic Persistence; Adult Dropouts; Student Attrition

Abstract: The aim of this investigation was to determine the main reasons why adult students withdrew from a particular TAFE course, and hence to make recommendations on how the attrition rate might be reduced. All the students who withdrew over a three term period were included in this study. The reasons they gave for withdrawal were compared with the problems experienced by all the continuing students in one term, so that factors causing dissatisfaction to both groups could also be identified. The results of the study suggested that the factors appearing to have most influence on the decision to withdraw were of three types: personal, employment and course. There was a significant relationship between father's occupation and whether students persisted or withdrew. Students with fathers in unskilled occupations tended to persist rather than withdraw.

TD 1292

State Clearinghouse: SA 10.6

Smith J D

Important mathematical skills in trade courses. Adelaide: Regency Park College of TAFE, 1982, 13p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Basic Skills; Mathematics; Tech-

nical Occupations; Trade Courses

Identifiers: Mathematical Ability

Abstract: This paper was delivered at the Electrical Mathematics Advisory Seminar for High School Teachers, held at the Regency Park College of TAFE on 6 December 1982. The paper reviews the mathematical needs of students entering apprenticeship, with particular reference to the more technical trades. Deficiencies and problems of entry students to trade courses are outlined. Suggestions for resolving the situation are made. Details of previously required syllabi and other relevant information are appended.

TD 1293

State Clearinghouse: SA 10.7

Evans M S; Swift R K; Harris G D; Smith J D

An evaluation report on the Regency Park Community College remedial intervention program 1982. Adelaide: Regency Park College of TAFE, 1982, 82p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Intervention; Learning Problems; Remedial Education; Remedial Programs

Identifiers: Regency Park College of TAFE; Remedial Intervention Program

Abstract: This evaluation of the Regency Park College of TAFE Remedial Project (1982) demonstrates: (a) that there is a significant student need of remediation in literacy and numeracy; (b) that provision for these students is feasible within current programs; (c) that provision in 1982 has produced significant results; (d) that the program has been welcomed by students, staff and employers as a valuable and integral part of College training; (e) that the program is cost effective when measured against existing methods of provision. The report details student needs, highlights current and planning programming, and presents assessment of the year's work. In concluding, the evaluation makes recommendations for the future, and seeks the support of the Department of Technical and Further Education for the development of the project.

TD 1294

State Clearinghouse: SA 10.9

George B R

Communication skills used by electrical technicians in their work. Adelaide: 1983, 23p. Unpublished research project for the Graduate Diploma in Further Education at Adelaide College of Arts and Education.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Communication Skills; Program Evaluation; Skill Analysis; Writing Skills

Identifiers: Electrical Technicians Certificate; Regency Park College of TAFE

Abstract: This report records the results of a followup study of past students of the Regency Park Community College Electrical Technicians Certificate. Its aim was to determine the usage of communication skills and investigate the possibility of a relationship between usage of communication skills and promotion. A questionnaire based on the major job orientated communication skills taught in the subject General Communication was used to record information obtained in these interviews. All the communication skills listed on the questionnaire were used by more than 50 percent of the subjects, however no subject used the skill of Formal Interviewing. Oral communication seems to be an area not emphasised in the General Communications Syllabus. It is recommended that this be made a major section of the syllabus and that the assessable assignments be reviewed in the light of the data collected in this report.

TD 1295

State Clearinghouse: SA 10.10

Harrison H R

Alcohol dampening in lithography. Croydon Park College of TAFE, Adelaide: School of Graphic Arts, 1983, 37p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Graphic Arts; Printing

Abstract: The investigation has researched the use of alcohol in the offset lithographic printing industry. Its use was clearly visible in the upsurge of alcohol dampening units on newly released presses. The manufacture and properties of isopropyl alcohol are also considered. The advantages and disadvantages of alcohol additions to lithographic fountain solution have been discussed together with any effect alcohol may have on printing materials. The stabilising and controlling facts of alcohol dampening units which include pH value, additives, circulation and filtration refrigeration and monitoring, and the use of alcohol substitutes are investigated. The report has concluded with a diagrammatic breakdown of lithographic dampening configuration showing the numerous categories in which they fall. The main conclusion reached was that

alcohol has definitely established itself in the pressroom and has become a way of life where considerations of quality and pressroom efficiency are criteria.

TD 1296

State Clearinghouse: SA 10.11

Reed M W

National sharing of TAFE off campus resources: draft report. South Australia, Adelaide: Dept of Technical and Further Education, 1984, 30p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Educational Resources; Extension Education; External Study Programs

Identifiers: Off Campus Resources

Abstract: This report deals with the implications of implementing the sharing of off campus learning resources between states by commenting on copyright, costs, format, printing and warehousing.

TD 1297

State Clearinghouse: SA 10.12

Parry R D

A research into student attrition in the building certificate at the Elizabeth Community College TAFE particularly in the Elizabeth, Salisbury and Gawler environs and investigation of community needs with regard to courses in the building and furnishing section. Adelaide: 1984, 197p. Unpublished thesis submitted as partial fulfilment of Bachelor of Education at South Australian College of Advanced Education.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Academic Persistence; Community Attitudes; Student Attrition; Withdrawal (education)

Identifiers: Building Certificate Course

Abstract: The purpose of the research was to discover reasons for student withdrawal from the Building Certificate and to investigate other subjects/courses that may be able to be offered by the Building and Furnishing section of the College. A survey of 'dropout' students was carried out using a questionnaire approach. This was compared with archival research and industry trends. The second part of the research was a community survey to ascertain community training needs in relation to the building and furnishing industry. Groups surveyed included, high school stu-

dents, employees in the industries, retired persons, and community youth groups. The finds are tabularised to show results and degree of response. A chapter is devoted to conclusions and recommendations with particular emphasis on the types of course the community would like to do and the possible changes that would need to be made departmentally to accommodate them.

TD 1298

State Clearinghouse: SA 10.8

Newlyn D

Footwear industrial sewing machinists 'skills in demand'. Adelaide: 1982, 70p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Occupational Analysis; Skill Development; Skilled Occupations

Identifiers: Industrial Sewing Machine Operators; Footwear

Abstract: This unpublished submission was requested by the Textile, Clothing and Footwear Manufacturers Industry Training Committee (SA). The brief was to identify and service the training needs of the footwear industry in the context of the total textile, clothing and footwear requirement for increased skill levels within the workforce. This report addresses itself to the training requirements for industry machinists, especially in regard to training in basic skills. The questionnaire used in the survey is included. Courses were instigated at the Marleston College of TAFE as a result of this submission and have received favourable comments both nationally and overseas. The course documents have been previously published (TD 912 SA 7.19).

TD 1299

State Clearinghouse: TAS 10.1

Gleeson B J

The training of carpentry and joinery students in Tasmania. University of Tasmania, Hobart: Centre for Education, Oct 84, 81p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Trade Courses; Training Methods; Woodworking

Abstract: This project considers events that have taken place during the past decade in the School of Woodworking Trades, Hobart Technical College. It compares this with changes that have taken place in other parts of the country and points to a need for change

here. This change should take the form of an improved carpentry and joinery course to accommodate for the prevocational course in conjunction with the instructional systems model. It appears imperative that financial assistance from the State and Federal Governments be continued for trade courses, to ensure that TAFE and industry can continue to meet the future needs of the labour requirements. At the time of writing this project, there appear to be indications for acceptance of the prevocational course as a necessary requirement for entry into an apprenticeship and that full size projects be carried out on all training programs in the future.

TD 1300

State Clearinghouse: TAS 10.2

Rainbird P E

Release patterns and curriculum design. Hobart: Launceston College of TAFE, Oct 84, 111p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Curriculum Evaluation; Curriculum Problems; Flexible Scheduling; Time Blocks; Trade Courses

Abstract: Since their inception, attendance or release patterns for the College training of craft apprentices or students have been contentious issues for TAFE teachers and administrators. Throughout Australia as a whole and within individual colleges, release patterns range over three basic types: block, day and full time release. This project reviews the effect of each of the three release patterns on the organisation and management of the curriculum from the viewpoint of the incumbent technical teacher. Some features of the design of the traditional TAFE curriculum have been challenged, together with suggestions for minimising the impact of the release patterns on the effectiveness of the training programs. Recommendations as to the most appropriate curriculum design for TAFE courses are suggested.

TD 1301

State Clearinghouse: TAS 10.31

Hope C

Development of trade specific reading induction Cloze tests. Hobart: Hobart Technical College, 1984, 10p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Cloze Procedure; Reading Tests;

Test Construction; Trade Courses

Abstract: Currently all first year trade students at Hobart Technical College are tested for reading skills with the MS Reading Test. However, because of inconsistent results, it was decided to devise and trial trade specific reading induction Cloze tests similar to those listed in several Australian States in an attempt to get around these problems. This paper describes the development of such tests with the intention of providing a reading testing instrument that would identify students at risk within the first week of classes.

TD 1302

State Clearinghouse: TAS 10.4

Woodmansee M

Training needs in the vegetable industry. Tasmania, Hobart: Div of Technical and Further Education, Oct 84, 105p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Horticulture; TAFE; Trade Courses; Training Methods

Abstract: The Tasmanian Farmers and Graziers Association approached the Division of Technical and Further Education (TAFE) to initiate a survey into training needs in the vegetable growing industry. This document is the result of the survey which TAFE undertook. The purpose of the survey was to collect informed opinions from vegetable growers from throughout the State regarding their training needs as they perceived them. It was not the purpose to draw conclusions or make recommendations, but to present the findings in a form which could be read easily, conclusions and recommendations being left to people having expertise in both education and vegetable growing. The aim was to produce a data base which could be used for designing and planning courses of training. Questionnaires were posted to 897 vegetable growers, of which 161 (approximately 18%) were returned completed.

TD 1303

State Clearinghouse: TAS 10.5

Haines K

A training program on the use and effectiveness of video systems as an instructional medium at Hobart Technical College. Hobart: Hobart Technical College, July 84, 94p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Educational Media; Videotape

Recorders

Abstract: This study is the second part of a two phase study on the use and effectiveness of video systems as an instructional medium in selected TAFE departments at Hobart Technical College. The first phase of the study consisted of the development and administration of a questionnaire to 40 teachers from six departments at Hobart Technical College (TD 968). This study (phase 2) is designed to make an empirical analysis of the methods and techniques used in teaching video production skills, and the use of video systems generally to Technical and Further Education teachers.

TD 1304

State Clearinghouse: TAS 10.6

Holderness-Roddam B

The mass media in community education. Tasmania, Hobart: Adult Education Section, Oct 84, 91p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Community Information Services; Mass Media Effects

Abstract: The purpose of this paper was to consider the importance of the mass media as an effective means of reaching a large number of people within a given community. This project investigated the use of the mass media for community education under three broad headings: (a) The use of broadcasts prepared and transmitted by external authorities; (b) The use of existing media by CE groups who wish to inform and/or change the attitudes and/or behaviour within the community; (c) The establishment of new, independent media by groups who wish to service a particular community. The final outcome of this project is a set of guidelines for the three main groups, as outlined above.

TD 1305

State Clearinghouse: TAS 10.7

Scott M

A report on a visit to Economics Department, Sydney Technical College and the Conference of Economic and Commercial Teachers Assn. of N.S.W. Launceston: Launceston College of TAFE, Oct 84, 9p. plus appendices.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Business Education; Conference Papers; Economics Education

Abstract: Descriptive economics under

review: (a) Views on the present Tasmanian syllabus by Sydney Technical College, Business Studies Economics teaching staff. (b) A Tasmanian looks at the 1984 conference of the New South Wales Economics and Commercial Teachers Association, 20th to 22nd September 1984.

TD 1306

State Clearinghouse: TAS 10.8

Hocking H

The incidence and management of alienated, disturbed and/or disruptive students in high and district high schools. Tasmania, Hobart: Education Dept, Research Branch, 1984, 56p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Problem Children; Student Adjustment; Student Alienation

Abstract: A task force was established in response to a request from the Tasmanian High School Principals Association requesting departmental policy be developed on the matter of alienated, disturbed and/or disruptive students. The terms of reference of the task force were to examine the nature and extent of the problem; to examine and evaluate the effectiveness of the strategies used in Tasmania to maintain these students in full time education; to conduct a literature search on management of the problem interstate and overseas; and to make recommendations for future management. To carry out these tasks, a questionnaire was sent to all high and district high schools in Tasmania. As a result of the survey, issues meriting further investigation included: communication and liaison between primary and high schools; teacher training in student behaviour management techniques; withdrawal units; alternative curriculum strategies; and the availability of specialist support services. A copy and results of the questionnaire are included in the publication.

TD 1307

State Clearinghouse: TAS 10.9

Tasmania. Div of Technical and Further Education

PEP 1985-submission for consideration by State PEP Co-ordinating Committee. Hobart: Aug 84, unpaginated.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Compensatory Education; Vocational Education

Abstract: In relation to the TAFE Participation and Equity Program in 1985, 89 project submissions were prepared by colleges for consideration by the State Participation and Equity Program Co-ordinating Committee. Forty-five of the submissions were selected for inclusion in the final program after discussions by representatives from TAFE, DEIR, DEYA and the Staff Society. These 45 outline submissions are included in the publication together with an analysis of the projects by activity: expenditure area; geographical area; course type and under-represented groups. Those projects not recommended for funding are also listed in three categories: those supported but insufficient funds available; supported but funded from other sources; withdrawn by proponents together with reasons for withdrawal.

TD 1308

State Clearinghouse: TAS 10.10

Goldsworthy M

Special education review. Launceston: Launceston College of TAFE, 1984, 11p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Mental Retardation; Special Education; Vocational Education

Abstract: A review of the newly established 1983 special education programs was undertaken at the Launceston College of Technical and Further Education. Client demand was such that a broad structure needed to be developed to allow organisational flexibility and to fulfil a part of the community's needs and expectations. This curriculum and course structure is detailed in the report together with guidelines and criteria for client selection. The post course activities of the 1983 students were followed up to provide an evaluation of the objectives of the curriculum. Relationships developed throughout the year between TAFE, the M.H.S.C. and Commonwealth Department of Rehabilitation provided mutual benefits in the areas of student services, course and staff development and in the area of finance. Recommendations for further developments included the addition of a second year certificated training course for M.H.S.C. employees, continued use of P/T TAFE programs by Secondary Units and Special Schools, and that curriculum development be given a high priority.

TD 1309

State Clearinghouse: TAS 10.11

Jennings B J

Survey of TAFE needs in the Municipality of Fingal 1984. Scottsdale Tas: Launceston College of TAFE, Oct 84, 48p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: Educational Planning; Relevance (Education); Technical Education

Abstract: A survey was conducted in the Municipality of Fingal to determine the educational needs of the Fingal community. Interviewees were selected because of their knowledge of the district through their involvement in community activities—a group that was noted as typical of the general population. Reasons put forward by the interviewees for the low participation rate in further education in the district were: the isolation, inadequate allowances, travel difficulties, reluctance to leave home and a negative community attitude to education and further that general awareness of TAFE in the district was probably not widespread. Resulting from the survey, major recommendations included suggestions that: a mobile workshop be set up for short intensive courses; there be regular, more widespread advertising of local TAFE offerings and those programs offered in Launceston, and the inclusion of courses of specific economic, vocational and general interest to the district.

TD 1310

State Clearinghouse: TAS 10.12

Gleeson B

An analysis of the prevocational training for the woodworking trades in Tasmania. Hobart: Hobart Technical College, Nov 83, 59p.

Format: M-fiche

Availability: TAS TAFE Clearinghouse

Price: Free

Descriptors: TAFE; Trade Courses; Training Methods; Woodworking

Abstract: The concern of employers about the present system of training apprentices in carpentry and joinery, cabinetmaking and wood-machining, in Tasmania led to the undertaking of this study. This study proposed: (a) To identify the weaknesses of the present system of training apprentices in the woodworking trades in Tasmania and, further, to compare them with those conducted in other Australian States; (b) To research a range of possible alternative forms of training Tasmanian woodworking tradesmen to meet future needs,

in particular, taking a critical look at the prevocational training offered throughout Australia. The study details alternative forms of trade training; the need for prevocational training; changing technology in the wood-working industry; responses to these changes with the appropriate mode of training; and management of the mode of training in the TAFE context. Fourteen conclusions were reached, including the importance of the TAFE prevocational 'Family of woodworking trades' course to take the cost of first year training off industry, with a recommendation to run it in conjunction with the Group Apprenticeship Scheme. Conclusions and recommendations are listed in the publication.

TD 1311

State Clearinghouse: NSW 10.1

Australian Bureau of Statistics
ABS-TAFE Outposting preliminary report.
Sydney: Jan 85, 24p. and appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Data Collection; Information Needs; TAFE

Abstract: This report aims to identify the type of data required by TAFE for broad policy purposes, capital works planning, demand for special courses but not for detailed curriculum planning. Current data users were identified as well as real data requirements and data available from ABS and other sources. It was found that while the Statistics Unit provided a focus for the collection and dissemination of internal data there is fragmentation in the supply and demand for external source data. Recommendations include the need to allocate resources to carry out the functions of data management, i.e. the ongoing identification, extraction and dissemination of external source data.

TD 1312

State Clearinghouse: NSW 10.2

Beal T; Fowler C; Miller R

An evaluation of the curriculum training needs of TAFE teachers. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, Nov 84, 71p., bibliography, appendices, tables. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: College Curriculum; Curriculum

Development; TAFE Teachers

Abstract: The purpose of this project was to investigate the type of curriculum work undertaken within N.S.W. TAFE colleges. A sample survey by questionnaire was administered and deficiencies in the present system were identified. These included a concern for inappropriate allocation of time, a lack of direction, liaison, support and a lack of time for the evaluation and implementation of programs after their introduction. The results support the contention that there is a need and demand for formal training in curriculum development for teaching staff involved in preparing curricula.

TD 1313

State Clearinghouse: NSW 10.3

Bee B

Women's work, women's lives: an ESL programme for the Outreach Project at Randwick Technical College. New South Wales, Sydney: Dept of Technical and Further Education, Jan 84, 114p., bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: English for Special Purposes; English (Second Language); Migrant Adult Education; Outreach Programs; Teaching Guides; Womens Education

Identifiers: English for Specific Purposes Program

Abstract: This resource is an English for Specific Purposes Program which was designed for housebound migrant women to improve their self confidence in using English. Topics are relevant and meaningful to the target audience and deal with self identity, housework, health issues, culture clash, women and the law, the changing role and status of women and how the personal is political. Emphasis is placed on student participation, and materials used include worksheets, poetry, posters, cartoons, comics, tapes and kits in an effort to deviate from standard textbooks.

TD 1314

State Clearinghouse: NSW 10.4

Chin M

Problems encountered by teachers of Indo-chinese students in TAFE. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1983, 44p., bibliography, appendices, tables. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Indochinese; Multicultural Education; Problems; Teaching Methods

Abstract: Many Indochinese students are enrolled in TAFE courses and as most are non English speaking, problems have been encountered in the classroom. Due to this lack of student English fluency, the survey questionnaire aimed to ascertain features relating to teachers of Indochinese students and where possible, the students themselves. Responses indicated that Indochinese students are highly motivated and apply themselves, but have language difficulties and problems of cultural understanding and attitudes. It is recommended that additional programs be developed to increase the cross cultural and classroom communication skills of TAFE teachers.

TD 1315

State Clearinghouse: NSW 10.5

Curtis M

Career development for the teacher in TAFE. New South Wales, Sydney: Dept of Technical and Further Education, Staff Development Div, 1984, 164p., appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Career Development; TAFE Teachers

Abstract: This manual has been prepared to assist teachers to obtain access to information which may be relevant to either their current work situation or their career path. Topics include: access to administrative information; policy of various TAFE units, e.g. EEO; requirements for promotion; an understanding of the appeals system; guidelines on how to apply for promotion; guidelines on how to prepare an appeal document.

TD 1316

State Clearinghouse: NSW 10.6

Fielding J; Wilson B

An assessment of the methods of measuring the speed of shorthand note taking. Sydney: College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, Dec 84, 71p., bibliography, appendices, tables. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Measurement Techniques; Performance Tests; Shorthand

Abstract: This report evaluates the methods of measuring the speed of shorthand note taking, by determining what criteria is the most accurate and equitable measure of the rate of shorthand note taking, irrespective of the shorthand systems used. The average syllabic intensity of the documents studied (1.5) together with the Australian common word list was used to compose the eight shorthand tests which were trialled by students and shorthand takers at 70, 80, 100 and 120 words a minute. It was found that neither syllabic intensity (vocabulary criteria) nor actual word count nor syllabic word count (counting criteria) can be considered a single determinant of copy difficulty.

TD 1317

State Clearinghouse: NSW 10.7

Fullerton B K

An investigation of the needs of child care services in the Orana Community College. Sydney: College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 41p., bibliography, appendices. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Day Care; Rural Students; TAFE Colleges

Identifiers: Child Care

Abstract: This study evaluates the need for campus based child care facilities of currently enrolled students in the Orana Community College. The research data was obtained by a questionnaire which sought the time scale of courses students were attending to ascertain the length of time child care would be required and the type, length and cost of care being used. All respondents were asked how likely and how frequently they would use campus care if it was made available. Although possible requirements of child care services differed in each campus surveyed, the survey results indicated that affordable child care attached to all campuses would help bridge the gap between isolated, disadvantaged country students and their city counterparts.

TD 1318

State Clearinghouse: NSW 10.8

Harrigan M E

The reasons why mature aged female part time students attend classes administered by the School of Fashion at the Coffs Harbour College of Technical and Further Education

and what their expectations from such classes include. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 68p., bibliography, appendix. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Clothing; Fashion Industry; Non Traditional Students; Part Time Students; Womens Education

Identifiers: Fashion Retail Certificate Course

Abstract: This study examines the reasons why mature aged female part time students choose to enrol in the Fashion Retail Certificate Course at Coffs Harbour College of TAFE, how they gauge the effectiveness of this course and their course expectations. Survey results revealed that motives for attendance were for individual, personal and social needs and the expectations were as diverse as the motives, students not necessarily expecting to achieve academic attainment on course completion. Recommendations include the need for more flexible course content and structure as well as continual review and evaluation to provide for changing social needs.

TD 1319

State Clearinghouse: NSW 10.9

Hermann G

Self pacing. Macquarie University, Sydney: School of Education, May 85, 51p., bibliography.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Individualised Education Programs; Individualised Teaching; Pacing; Programmed Learning

Identifiers: CAI (Computer Assisted Instruction); PSI (Personalised System of Instruction)

Abstract: This paper is primarily a literature review concerning the control of pacing by a learner i.e. self pacing. Control of pacing is examined as a continuum. The review lists common features of a self paced system such as mastery learning and examines research findings from programmed instruction, CAI, PSI (Keller Plan) and audio tutorial instruction. Also reviewed are some interacting variables concerning students and some findings concerning appropriate conditions for pre-

senting systems involving self pacing. The overall findings relate to increased learning, saving in learning time and student preference for self paced systems.

TD 1320

State Clearinghouse: NSW 10.10

Hertzberg C; Holmes A; McCormick T
Child Care courses review report. New South Wales, Sydney: Dept of Technical and Further Education, 1983, 62p., appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Child Care Workers; Course Review; Curriculum Development; TAFE Courses

Identifiers: Child Care Certificate Course

Abstract: The Child Care Review Committee was set up in 1982 to determine the educational implications of recent developments in the provision of child care, to examine the needs of industry, the educational needs of persons employed in child care and to compare the training of child care workers by TAFE with that available interstate and overseas. Data collection included submissions, a questionnaire survey of teachers, graduates, students and persons in charge of child care centres, structured interviews and observation. It was recommended that a revised Certificate Course in Child Care be developed with changes to the duration and organisation of the course, content, curriculum development, entry requirements and practical fieldwork and placement.

TD 1321

State Clearinghouse: NSW 10.11

Heys K

Youth policy in Australia. Randwick: Randwick College of TAFE, Jan 85, 12p., appendix bibliography. Paper presented at Thirteenth Australian Commercial and Economic Teachers Association (A.C.E.T.A.) International Conference 6-11 January 1985. Flinders University Adelaide.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Policy; Youth

Abstract: The composition, values, social context, needs and structures for youth policy are considered in the Australian context. Suggestions regarding youth policy are put forward, emphasising the necessity for a national

youth policy as well as the importance of developing an integrated and multi-dimensional approach. A copy of the youth questionnaire is included.

TD 1322

State Clearinghouse: NSW 10.12

Kay E R

Investigation into the need and demand for implementation of a Stonemasonry Trade Course. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 154p., appendices, tables. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Curriculum Development; Masonry; Needs Assessment; TAFE Courses; Trade Courses

Identifiers: Stonemasonry Trade Course

Abstract: This study was undertaken to establish if a need and demand exists for a Stonemasonry Trade Course. The history of stonemasonry and the forms of training available for this craft in Australia since 1788 were examined. Employer organisations to be surveyed were selected from the Sydney Telephone Directory to give an unbiased sample representative of the industry. The resultant analysis found that there is a need to introduce a Stonemasonry Trade Course in NSW and that there was sufficient demand to justify its immediate implementation. The report includes a draft copy of the Victorian TAFE Stonemasonry Syllabus and the proposed Queensland TAFE Stonemasonry Syllabus.

TD 1323

State Clearinghouse: NSW 10.13

Lumley P; Luly S

Predictors for success in secretarial subjects. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 62p., bibliography, tables and appendices. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Academic Achievement; Office Occupations Education; Predictive Variables; TAFE

Identifiers: Secretarial Studies

Abstract: This research was carried out in an

endeavour to overcome the problems associated with streaming day Secretarial Studies students at Coffs Harbour College of TAFE into strands of study containing varying hours of subject tuition. Predictors for achievement in shorthand, typing and office skills, book-keeping and clerical procedures were examined and the testing instruments applied to students who commenced the day Secretarial Studies course in 1984. Results indicated that the tests used were very poor predictors of success in secretarial subjects. However the grade attained in School Certificate maths was useful as an indicator of the probability of success.

TD 1324

State Clearinghouse: NSW 10.14

National Working Party of Womens Advisers in TAFE

Campus-based child care in TAFE. Sydney: New South Wales Dept of Technical and Further Education, Sept 84, 9p., appendix.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Day Care; Guidelines; Policy

Identifiers: Child Care

Abstract: This paper reviews existing Commonwealth policies on campus based child care in TAFE, identifies policy gaps and contradictions and argues for the need for national guidelines on child care provision in TAFE around Australia. The guidelines will need to ensure that child care services are established on a sound financial basis, provide quality care and meet the particular and specific needs of TAFE.

TD 1325

State Clearinghouse: NSW 10.15

Naylor M

Book editing course proposal: report of a need and demand survey. New South Wales, Sydney: Dept of Technical and Further Education, Oct 84, 29p., appendices, tables.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Editing, Feasibility Studies; Publishing Industry

Identifiers: Book Editing Course

Abstract: The NSW Department of TAFE investigated the need, demand and feasibility of introducing a course in book editing. Two survey questionnaires were administered, one for publishing houses and one for working

editors. Recommendations include the establishment of a book editing course to be administered by the School of Business and Administrative Studies. The proposed course should consist of modules and should be directed towards those persons who have working experience in publishing or related fields.

TD 1326

State Clearinghouse: NSW 10.16

New South Wales. Dept of Technical and Further Education
Draft principles underlying trade courses. Sydney: 1981, 36p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Policy; TAFE Trade Courses; Vocational Education

Identifiers: International Labour Organisation (ILO); United Nations Educational Scientific and Cultural Organisation (UNESCO)

Abstract: This document is based on the policy recommendations for technical and vocational education adopted by the General Conference of UNESCO. It outlines trade education programs, defines trade courses and details entry to trade courses. Specific principles underlying trade courses, shortened apprenticeship and preapprenticeship courses are detailed. UNESCO and ILO recommendations for technical and vocational education and training are appended.

TD 1327

State Clearinghouse: NSW 10.17

New South Wales. Dept of Technical and Further Education
Inquiry into the provision of student counselling services. Sydney: Nov 81, 42p., appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Counselling Services; TAFE

Identifiers: Student Counselling Service; TAFE Counselling Service

Abstract: The Committee to review counselling services in the Department of TAFE was established in 1980 to examine the role and function of the Student Counselling Service and to assess the changes in demands for TAFE educational services and the implications for the Student Counselling Service. The 49 recommendations cover the areas of the

role and function of the TAFE Counselling Service, staffing levels and selection, employment conditions, organisational structures and staff development and training.

TD 1328

State Clearinghouse: NSW 10.18

New South Wales. Dept of Technical and Further Education
Proposal for an Associate Diploma in Nursing (General) Sydney: June 79, 77p., bibliography, appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Course Content; Curriculum Development; Nursing Education

Abstract: This new curriculum has been designed to meet the needs of nursing education in a college context following developments in the practice of nursing and alterations in entry requirements. It was developed in consultation with the Newcastle CAE, NSW Health Commission and the NSW Department of TAFE. Course aims and objectives are set out, together with course outlines, curriculum overview, implementation guidelines, curriculum evaluation and the teaching facilities at Newcastle Technical College.

TD 1329

State Clearinghouse: NSW 10.19

New South Wales. Dept of Technical and Further Education. Assessment Research and Development Unit
Manual for examiners and assessors. Sydney: Mar 85, 53p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Grading; Student Assessment;

Abstract: This manual has been prepared to assist TAFE teachers with student assessment. Topics include: overview of the TAFE assessment system; administrative matters including steps in the preparation of an examination paper; revised duties of examiners, assessors and markers; producing valid exam papers; test reliability; layout of examination papers; marking guide; banking of items.

TD 1330

State Clearinghouse: NSW 10.20

New South Wales. Dept of Technical and Further Education. Curriculum Services Division
Report on evaluation of modular trade courses. Sydney: May 84, 3v. (v.1 Conclusions and

recommendations-7p.; v.2 The findings-73p.; v.3 Appendices-2 microfiche). ISBN 0724079629; ISBN 072407970X; ISBN 0724079785

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Modular Courses; Trade Courses

Abstract: This study was commissioned to evaluate the effectiveness of modular courses in NSW TAFE, with particular attention to educational outcomes and resource implications. Research procedures, relevant educational concepts and trends in trade training are outlined. A description and cross analysis of the course structures, instructional features, resource implications and educational objectives of the five trade courses studied in depth in NSW: automotive mechanics, carpentry and joinery, commercial cookery, plumbing and horticultural trades courses is given. Modular courses and individualised instruction in Victoria were also studied. The major recommendation is that modular course structures be seen as an appropriate option for trade course design in NSW TAFE.

TD 1331

State Clearinghouse: NSW 10.21

Rowe R

Automotive Engineering: is TAFE training appropriate for the 1980s? Sydney College of Advanced Education, Sydney; Institute of Technical and Adult Teacher Education, 1984, 63p., appendices, tables. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Motor Vehicles; Technological Change; Trade Courses

Identifiers: Automotive Engineering Trades Course

Abstract: This study follows on from the NSW TAFE Automotive Engineering Trades Courses Review of 1978. A review of recent studies on technological change, motor vehicle servicing standards and the training and retraining of motor mechanics was carried out. Structured interviews with motorists, motor mechanics, employees of motor mechanics and apprentice motor mechanics were conducted to determine the perceptions of and attitudes toward the training and skill levels of motor mechanics. The study concludes that TAFE training is not keeping up with technological change in motor vehicles, especially in post trade courses.

TD 1332

State Clearinghouse: NSW 10.22

TAFE Women's Coordination Unit

1984 TAFE Women's Conference: educational and employment issues for women. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 81p., appendix.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Employed Women; Womens Education; Women Teachers

Abstract: A comprehensive report of the third NSW TAFE Women's Conference. The report contains speakers' papers, workshop reports and recommendations as well as a list of the names and official addresses of speakers and participants. A range of social, educational and economic matters affecting women in education and employment was explored and strategies and recommendations to improve the position of women in TAFE were developed.

TD 1333

State Clearinghouse: NSW 10.23

Bate J R

A comparison of performance by pre-apprenticeship and day release students in the final year of the electrical trades course in NSW colleges of TAFE. Sydney College of Advanced Education, Sydney; Institute of Technical and Adult Teacher Education, 1984, 67p., bibliography, appendices, tables. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Apprenticeships; Comparative Analysis; Electrical Occupations; Trade Courses

Identifiers: Day Release; Electrical Trades Courses; Preapprenticeship Courses

Abstract: This study analyses the performance of preapprentice and day release students to reveal any differences of performances on core and three elective subjects and if differences can be related to age, educational attainment on course entry and previous Stages 1 and 2 study pattern (full time vs. part time). The population sample came from the final year Electrical Trades Course at seven nominated colleges for 1979, 1980 and 1981. No significant difference was found between the 1979 and 1981 groups, however, a significant difference occurred for 1980, the day release

students performing better on all subjects. The study concluded that other factors may affect the performance of the two groups. Recommendations include the structuring of the Industrial Environment subject which forms part of the initial preapprenticeship course, wider promotion and widening of selection techniques and increasing the number of places for preapprentices.

TD 1334

State Clearinghouse: NSW 10.24

Bow A

Teaching roofing bevels in the Carpentry and Joinery trade course. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 88p., appendices, diagrams, photographs, bibliography. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Carpentry; Comparative Testing; Teaching Guides; Trade Courses

Identifiers: Bevels; Carpentry and Joinery Trade Course

Abstract: This study investigated methods of teaching the development of bevels required for the cutting of hipped roof members, a difficult set of concepts and skills in the Carpentry and Joinery Trade Course. The sample of 27 students was selected as two classroom groups. One group was taught in the conventional manner, whereas the second group was exposed to a greater involvement with models and cardboard shapes. These were designed to convey the spatial concept necessary to master bevel development skills. Although the experimental groups outperformed the control groups in both post tests, the difference did not reach statistical significance.

TD 1335

State Clearinghouse: NSW 10.25

Curtis M; Turnbull J; Martin R

Attrition in the School of Secretarial Studies: three research papers. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 3 papers. (1-49p.; 2-38p.; 3-46p.). Bibliography, appendices, figures, tables. Paper 1: attrition and employment in the 1983 Secretarial Studies course. Paper 2: finance and transport as factors in course completion in the 1983 Secretarial Studies course. Paper 3: a study of drop outs from a part time typewriting course at a Sydney metropolitan college. Thesis submitted in partial fulfilment of

the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Office Occupations Education; Student Attrition; TAFE Students

Identifiers: School of Secretarial Studies

Abstract: These three research papers examine attrition in two courses conducted by the School of Secretarial Studies in the N.S.W. Department of TAFE. A joint survey of literature on attrition is presented as a general introduction. The first study investigated attrition and employment in the 1983 Secretarial Studies Course by questionnaire to ascertain the main reasons for student enrolment, whether students who left gained employment and if so, whether this validated the reasons for the high rate of attrition. The second study focused on two factors—transport and finance—as reasons for attrition. The third study and questionnaire aimed to determine why some students discontinued before course completion, if the course in which students were enrolled met their needs and to distinguish between raw and 'base rate' attrition.

TD 1336

State Clearinghouse: NSW 10.26

Grace G

Task analysis of the small offset reprographic industry: training implications for TAFE in NSW. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 128p., figures, appendices. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Graphic Arts; Occupational Surveys; Task Analysis

Identifiers: School of Graphic Arts

Abstract: This study investigated the tasks carried out by operatives in the small offset reprographic industry, correlated these tasks with the present course and gauged the effectiveness of the training offered. Task information was accessed through a prepared survey instrument administered by visits, structured interviews and a mailed survey. Survey results revealed that operatives had to be multi-skilled and the present two courses were inadequate in meeting all the demands the industry placed upon its operatives. It was recommended that a series of modular courses

be designed to provide flexibility in training and cover the following areas: art and copy preparation, graphic reproduction (basic camera), small offset printing, binding and finishing and management subjects.

TD 1337

State Clearinghouse: NSW 10.27

Hamilton B

Repetitive strain injuries and secretarial studies. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 32p., bibliography, appendices. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Office Machines; TAFE Courses; Teaching Methods

Identifiers: Repetitive Strain Injuries; Secretarial Studies; Tenosynovitis

Abstract: This report examines repetitive strain injuries (RSI), including tenosynovitis, which are becoming more common in secretarial work. The research includes a current literature review and interview case studies with several persons with RSI injuries. The research concluded that while a wide range of tasks can cause the injuries, in most cases these tasks were repetitive in nature, involved the use of computerised keyboards, were accompanied by postural strain and subject to work pressure and not taking regular rest breaks. Treatment of injured workers varied considerably from no treatment to extensive drug therapy and physiotherapy. The researcher concludes that TAFE has a need to examine its keyboarding courses and methods of teaching in order to avoid the risk of possible injury to students and give students an awareness of preventative measures for use in the workplace.

TD 1338

State Clearinghouse: NSW 10.29

Hill R

A need and demand survey of post-basic education for diagnostic radiographers in NSW. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 52p., appendices, bibliography. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Needs Assessment; Professional Continuing Education; Radiographers

Abstract: This report examines the need and demand for post basic education for diagnostic radiographers in NSW and the demand for certain subject areas. A statewide questionnaire survey of working diagnostic radiographers was conducted focusing on type and content of future courses, participants' past academic experience and the effect that their working environment had on the choice of course content. Results showed that an overwhelming proportion of radiographers would participate in post basic education if offered, preferably by correspondence. Subject choice was dominated by computerised scanning, new advances in equipment, advanced anatomy, physiology and pathology. It was recommended that either educational bodies or the professional institution, the Australian Institute of Radiographers, introduce post basic courses in these areas and that industrial surveys, job profiles and task analysis show no true indication of the content which is demanded in such courses.

TD 1339

State Clearinghouse: NSW 10.29

Perry P A; Bowen T

Employment outcomes of graduates of the Department of TAFE Associate Diploma of Chiropody Course. Sydney College of Advanced Education, Sydney: Institute of Technical and Further Education, 1984, 38p., bibliography, appendices. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Career Path Followup; Employment Patterns; Podiatry; TAFE Courses

Identifiers: Associate Diploma of Chiropody; Chiropody

Abstract: This report evaluates the employment outcomes of graduates of the Chiropody Associate Diploma course conducted by TAFE since 1975. The survey of graduates focused on employment outcomes and history, career satisfaction, means of finding initial employment and continuing education program participation. Results revealed very high levels of employment, a speedy rate of gaining employment, high career satisfaction and an awareness of the importance of attending continuing education programs. The latter provides TAFE with the opportunity to take the initiative and provide a structured program of postgraduate short courses to update graduates.

TD 1340**State Clearinghouse:** NSW 10.30**Sweet R**

Australian trends in job skill requirements: a critique of the current orthodoxy. Clayton Vic: Monash University, 1984, 24p., bibliography, appendices, tables. Paper presented at the US-Australia Joint Seminar on the future impact of technology on work and education, Monash University, September, 1984.

Format: M-fiche**Availability:** NSW TAFE Clearinghouse**Price:** Free**Descriptors:** Employment; Job Skills; Skilled Workers; Technological Change

Abstract: Limitations in the Australian Bureau of Statistics occupational scheme make it difficult to link trends in employment to trends in skills. The orthodox view on the trend in skills claims that recent history has seen a decline in unskilled employment and that the future will see a continued increase in the economy's need for educated and skilled workers. Technological change is argued to be a contributing factor in these trends. Detailed analysis of aggregate employment during the 1970s fails to support this view. A more accurate view would be that at both ends of the skills spectrum demand is rising for reasons that have little to do with technology, that in many middle level occupations technology appears to be both reducing demand and deskilling work and that for youth the general demand for skills has been downwards.

TD 1341**State Clearinghouse:** NSW 10.31**Taperell P**

A study to identify a basis for career structures in the early childhood field for graduates of the TAFE Certificate in Child Care Studies. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 102p., appendices, figures, bibliography. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche**Availability:** NSW TAFE Clearinghouse**Price:** Free**Descriptors:** Career Ladders; Child Care Workers; Curriculum Development; Early Childhood Education**Identifiers:** Articulation; Child Care; Child Care Certificate Course

Abstract: This study identifies a basis of career structures in the early childhood field for graduates of the TAFE Certificate in Child

Care Studies within a context of recent State and Federal Anti Discrimination legislation. The study looked at social change since WW II, explored demand and change in children's services and outlined perspectives on the training and role of early childhood workers. Origins of structural impediments to career development and articulation of training are identified. Recommendations are made to ensure equity is practised with articulation from TAFE being a cornerstone of the design. Mechanisms and strategies for change through curriculum design and innovation are highlighted.

TD 1342**State Clearinghouse:** NSW 10.32**Williams J**

Employment outcomes for graduates of the Pre-Apprenticeship Hairdressing Course. Sydney College of Advanced Education, Sydney: Institute of Technical and Further Education, 1984, 33p., bibliography, appendices. Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche**Availability:** NSW TAFE Clearinghouse**Price:** Free**Descriptors:** Course Evaluation; Employment Patterns; Hairdressing; Trade Courses**Identifiers:** Preapprenticeship Hairdressing Course

Abstract: This research aimed to establish the employment outcomes for graduates of the Pre Apprenticeship Hairdressing Course. All 1983 enrolled pre apprentice hairdressing students were surveyed. The questionnaire sought details of students' educational backgrounds, actual trade work performed in salons and sought to determine areas in which students found problems in gaining employment. In general, responses indicated that the course is meeting most training objectives to a reasonable degree, many students had obtained employment and most employers knew of the course. The major recommendations deal with the need for students to gain greater on the job industrial experience.

TD 1343**State Clearinghouse:** NSW 10.33**Wilson M**

An analysis of the present application of public radio frequency modulation services to educational programmes which are conducted by the Department of TAFE in NSW. Sydney College of Advanced Education, Sydney: Institute of Technical and Adult Teacher Education, 1984, 93p., bibliography, appendices.

Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Access To Education; Education Radio; Radio

Identifiers: Public Radio

Abstract: This study analyses the present application of public radio frequency modulation services to educational programs which are conducted by TAFE colleges in NSW. The literature was reviewed and TAFE college personnel were surveyed to elicit information on use of public radio in formal courses and study modes in 1984. Findings revealed that approx. 11 percent of NSW TAFE colleges use public radio broadcasting in the college curriculum with education as the main objective. Colleges commented on the desirability of NSW TAFE Public Radio programs in TAFE awareness, determining community needs and incorporating programs for disadvantaged groups. Recommendations include the development of appropriate guidelines for the production of public radio programs by NSW TAFE and the development of a TAFE Public Radio Resources Network.

TD 1344

State Clearinghouse: VIC 10.1

Day G; Lonsdale J; McCowan J; Wickenton A

TAFE industry relations at the provider level: a report for the TAFE Board, Victoria. Victoria, Melbourne: TAFE Board, 1983, 43p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: College Business Relationship; Industry; TAFE Colleges

Abstract: This report tables the findings of the TAFE/Industry Relations Project. The report reflects the deliberate strategy to limit the scope of the very broad issue of TAFE/Industry relations to those relations that are conducted between TAFE colleges and the industries for whom they provide training. Interviews formed the chief source of information. Three major areas were investigated: relationships between industry and individual colleges; Promotion, publicity and marketing of TAFE; TAFE provision of special short courses for industry. Recommendations for these three areas are included in the report.

TD 1345

State Clearinghouse: VIC 10.2

Storey G; Rofe I

The TAFE/Secondary interface in Victoria: the VOP/Year 11 project. Victoria, Melbourne: TAFE Board, 1983, 132(158)p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Prevocational Education; Research Reports; Student Attitudes; Year 11

Identifiers: Technical Orientation Year; Trade Technical Orientation Year; Vocational Orientation Year

Abstract: The report presents the findings of an investigation which compared the Vocational Orientation Programs (VOP) conducted in TAFE colleges and those programs offered to Year 11 students in selected secondary high schools, technical schools and registered schools. Information sought from these institutions included: enrolments; areas of study; completion rates; destination of students. The report analyses the responses to the student questionnaire. Detailed descriptions of TAFE VOP courses and Mitcham High School's 'Experience-based curriculum project report and evaluation 1980' appears in the Appendices. The report includes student perceptions of these courses; course outlines and tables. A position paper (TB 88/84) accompanies this report; both were tabled at the 26 June 1984 meeting of the TAFE Board of Victoria. The Board recommended that both documents be disseminated together upon request.

TD 1346

State Clearinghouse: VIC 10.3

Ratajczak R; Lobb W

English for the hospitality industry: chefs. Victoria, Melbourne: TAFE Board, 1984, 419p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Cooks; English for Special Purposes; Hospitality Occupations; Instructional Materials

Identifiers: Chefs

Abstract: These teaching materials have been developed for use in TAFE colleges throughout Australia. Target groups are migrant chefs employed or seeking employment in the hospitality industry, wishing to improve their English language skills for employment and/or advancement in the industry. The booklet includes suggested exercises and transcripts for videotapes. Twelve audio tapes and 17

audio cassettes have also been produced. The audiovisual material is to show authentic communicative events in as many different working environments as possible and has been filmed in kitchens and restaurants throughout Melbourne. NOTE: application forms for obtaining these audiovisual materials accompany the booklet.

TD 1347

State Clearinghouse: VIC 10.4

Ratajczak R; Lobb W

English for the hospitality industry: waiters. Victoria, Melbourne: TAFE Board, 1984, 411p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: English for Special Purposes; Food Service; Hospitality Occupations; Instructional Materials

Identifiers: Waiters

Abstract: These teaching materials have been developed for use in TAFE colleges throughout Australia. Target groups are migrant waiters employed or seeking employment in the hospitality industry, wishing to improve their English language skills for employment and/or advancement in the industry. The booklet includes suggested exercises and transcripts for videotapes. Eight audio tapes and ten audiocassettes have also been produced. The audiovisual material is to show authentic communicative events in as many different working environments as possible and has been filmed in kitchens and restaurants throughout Melbourne. NOTE: application forms for obtaining these audiovisual materials accompany the booklet.

TD 1348

State Clearinghouse: VIC 10.5

Storey G; Guthrie H

Communications skills evaluation project: interim report. Melbourne: Royal Melbourne Institute of Technology, Sept 84, 20, 68p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Mfiche

Descriptors: Curriculum Evaluation; Communication Skills; Questionnaires; Teacher Attitudes

Identifiers: Behavioural Studies

Abstract: This is an interim report on the progress and findings of the Communication Skills Pilot evaluation project. The report is concerned with the first semester pilot of the core of Communication Skills in four Colleges

and draws upon information gathered from teacher portfolios, from meetings held with teaching staff and others and on informal student comment. Student questionnaires had not been returned or processed at the time of writing. By the time of printing, all questionnaires relating to the core in first semester had been returned and these will be fully utilised in the final report. It should be noted that the evaluation is a formative one and is aimed at determining how well the subject and its individual components have run during their trial. The study does not aim to compare the subject with existing subjects.

TD 1349

State Clearinghouse: VIC 10.6

Doig J; Stewart P; Taylor M

Future development of TAFE libraries: a report. Melbourne: Victorian Association of TAFE College Librarians, 1985, 14p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Hard Copy (\$5.00); Mfiche (free)

Descriptors: Information Services; Learning Resource Centres; TAFE

Abstract: TAFE librarians have long been aware that the techniques of information delivery and library service were undergoing rapid changes in response to the pressures and movements of society. These changes were often stimulated by ongoing technological innovation and advancement. This environment left little time for TAFE librarians to plan their activities in the overall proactive manner necessary to ensure effective and efficient library services in the future. VATCL organised a workshop to examine the future of information delivery in TAFE in the anticipation that a consensus would emerge from the participants that would assist in planning TAFE library services. The workshop was held at Warrnambool on 23rd to 25th May, 1984. A consensus was reached and a committee was established to draft a report for presentation to VATCL. This report was ratified in February 1985.

TD 1350

State Clearinghouse: VIC 10.7

Victoria. TAFE Board

Retailing Certificate 1985; a two year part time course in basic retailing. Melbourne: 1985, 97p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Behavioural Objectives; Course

Descriptions; Retailing; Salesmanship

Abstract: This course attempts to provide training across the full range of tasks normally found in the basic retail salesperson's job. Skills, attitudes and knowledge can only be gained on the job and the acquisition of these must remain a responsibility of the individual salesperson and his/her supervisor. The Victorian Retail Industry Training Committee Limited (VRITC), which is the proponent for this course, is especially aware of the training needs of retail staff. One of the VRITC's responsibilities is to facilitate the development and implementation of training activities on an industry wide basis in Victoria, and this proposed course comes within the scope of this responsibility. Document includes course outline; course structure; and subjects outlined by behavioural objectives, syllabus and topic and recommended time allocation/aids/assignments.

TD 1351

State Clearinghouse: VIC 10.8

Cullen Egan Dell Australia Pty Ltd
TAFE colleges management study: report to the chairman of the TAFE Board, Victoria. Victoria, Melbourne: TAFE Board, Mar 85, 311p.
ISBN 724126554

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Administrative Evaluation; Administrative Organisation; Organisational Objectives; TAFE Colleges

Abstract: On contract to the Office of the TAFE Board, management consultants Cullen Egan Dell examined the organisation requirements of Victorian TAFE Colleges with particular emphasis on the role of the Chief Executive Officer and senior management positions. The study involved an examination of the organisation and management requirements of six TAFE Colleges and discussions with all Chief Executives and relevant unions, associations and interest groups in the TAFE College system. Major recommendations of the Consultant are designed to strengthen the role of Chief Executive and senior management positions in Colleges, provide appropriate organisation models, strengthen College Councils and relationships with Regional TAFE Boards and the Office of the TAFE Board, address management classification issues, provide management development, recruitment and selection options, improve participation and decision making processes, develop education services and finance and administration services and provide strategies for implementation.

TD 1352

State Clearinghouse: VIC 10.9.

TAFE Board Library

Resources in Victorian TAFE colleges (RIVTC): 1983 cumulation. Victoria, Melbourne: TAFE Board, 1984, 131p.

Format: M-fiche Hard Copy

Availability:

Price: Free

Descriptors: Audiovisual Aids; Educational Media; Indexes

Abstract: The resources listed comprise print and audiovisual programs produced by Victorian TAFE colleges and also includes some commercial material for which some copyright restrictions may apply, e.g. copyright released to TAFE in Victoria only. Entries are itemised by: title; medium; author; year of production; physical description; course of study; audience intended; type of program; entry level required; synopsis; trialled/validated. Availability is indicated by college code and whether the item is for sale, copying interlibrary loan, etc.

TD 1353

State Clearinghouse: VIC 10.10

Pead D

Apprenticeship for the manufacturing industry: developing a strategy for the future. Melbourne: Institution of Production Engineers, 1983, 107p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Apprenticeships; Manufacturing Industry; Trade Courses

Identifiers: Korea; Japan

Abstract: The monograph demonstrates that the standards of performance required for certification in the Engineering trades in Australia are substantially below those existing in Japan and Korea. The poor performance of the relevant Australian competitors in the 1983 Skill Olympics confirms this view. Difficulties associated with training apprentices in Australia are discussed and deficiencies identified. Recommendations are made for modifications to the existing college courses to provide greater flexibility to suit emerging industrial needs, permit better coordination between training given at school and at work and allow increased specialisation. Recommendations are made for significant changes in the testing of practical skills. Incentives for the achievement of high levels of performance should be included in industrial awards. The present philosophy of training is consid-

ered to be inappropriate for the future. A system of life long training based on modules of employable skills is recommended. The appendices summarise recent developments in training in several other countries. Supplementary notes written since the publication of this report accompany it.

TD 1354

State Clearinghouse: VIC 10.11

Gordon Technical College

Evaluation of a transition program: prevocational course in hospitality and domestic services report. Geelong Vic: 1985, 80p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Food Service Education; Prevocational Education; Transition Programs

Abstract: The evaluation focused on six questions: were the goals of the course achieved; how appropriate were the objectives of the course; was the course implemented as planned; how satisfied were students with the course; how satisfied were the employers involved in the on the job training component; what problems and/or unanticipated outcomes appeared. Major conclusions were: the course content was considered highly relevant by all participants with the exception of domestic cleaning. The group interaction was a major force to contend with during course implementation, as the group took a long time to develop cohesion. However the support provided by the group was seen as a major benefit of the course by participants. Practical teaching and learning strategies were very successful but theory lessons provided some problems. Overall the students perceived the course to have been successful.

TD 1355

State Clearinghouse: VIC 10.12

Gotts A

Survey of the training needs of residential child care workers in Geelong. Geelong, Vic: Gordon Technical College, 1984, 61p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Child Care Workers; Feasibility Studies; Occupational Analysis; Occupational Information

Abstract: Currently TAFE offers no specialised training for residential child care workers, but the Department of Community Welfare Services (DCWS) offers a Certificate

in Residential Child Care to its own employees, which TAFE may take over and accredit. This survey investigated the training needs of paraprofessionals working in residential care of children aged 0 to 16, by interviewing managers and workers within nine organisations in Geelong, which provided a full coverage of services offered. The survey identified several roles common to the profile of all workers in residential care, but a distinct difference emerged between profiles of workers in short term compared to long term care. The training needs of residential workers were identified and validated against the DCWS certificate. The findings of the study recommended that this certificate form the basis for the development of a TAFE course designed to meet the needs of residential child care workers, but that it be modified to include a shift in emphasis away from institutional care towards other alternatives, and that equal emphasis be given to long term and short term care. Detailed suggestions are provided for rewriting.

TD 1356

State Clearinghouse: VIC 10.13

Keating M B

Choices and chances: the needs of post year 11 students in the northern TAFE region. Preston Vic: Preston College of TAFE, 1984, 72p. Appendices.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Needs Assessment; Regional Characteristics; School Leavers

Abstract: The survey process involved: administration of a short telephone questionnaire to obtain quantitative data from a representative sample of 1983 post Year 11 leavers; group discussions with a selected subsample. Results show that the school leavers were in general, ill equipped to make an informed decision regarding their educational and vocational future. They lacked realistic knowledge and appreciation of the options available to them and the long term consequences of their decisions. A significant proportion of school leavers failed to find employment and suffered the concomitant loss of self esteem, sense of powerlessness and marginality. There existed a further group for whom work offered little or no satisfaction, scope for development or prospect of a better future. It is argued that the failure of the education system to cater to the transitional needs of young school leavers constitutes a too costly waste of potential which has serious and enduring personal and social implications.

TD 1357**State Clearinghouse:** VIC 10.14**Smith K***Child care-Australian national core curriculum: report of fourth meeting April 1984.* Victoria, Melbourne: TAFE Board, 1984, 24p.**Format:** M-fiche**Availability:** VIC TAFE Clearinghouse**Price:** Free**Descriptors:** Child Care Occupations; Core Curriculum; Meetings; TAFE**Abstract:** This report presents the proceedings of the fourth meeting of the Child Care Australian National Core Curriculum Task Force. It includes: (a) an overview of the progress of the project from February 1983 to April 1984; (b) feedback on the format and content of the first draft of the curriculum document; (c) reports on the work carried out at the meeting to revise some of the identified fields of study in the draft curriculum document; (d) details of how national core curriculum projects are monitored.**TD 1358****State Clearinghouse:** VIC 10.15**Looker J K; Walker J H***Chain gearing for patternmakers.* Melbourne: Royal Melbourne Institute of Technology, 1984, 54p.

ISBN 0864440685

Format: M-fiche Hard Copy**Availability:** VIC TAFE Clearinghouse**Price:** Hard Copy (10.00, cheque payable to Royal Melbourne Institute of Technology), Mfiche (Free)**Series:** (Patternmaking)**Descriptors:** Learning Modules; Patternmaking**Abstract:** This booklet provides theoretical and practical instruction on making of timber patterns for three types of as-cast chain wheels to suit; detachable link chain, roller chain and ordinary link chain. The topic forms part of Module 19 of the Patternmaking Apprenticeship Course at the Royal Melbourne Institute of Technology. It deals with the step by step procedures to make small, medium, and large patterns for each of the three types of chain wheels described. A section is also included on making pattern equipment to produce large cast link chain. Test questions and practical engineering examples are given at the conclusion of the text. There are 68 line illustrations to assist students and wherever possible, alternate methods of producing pattern equipment are given.**TD 1359****State Clearinghouse:** VIC 10.16**Evans J***Training needs analysis: occupational health and safety.* Geelong Vic: Gordon Technical College, 1985, 74p.**Format:** M-fiche**Availability:** VIC TAFE Clearinghouse**Price:** Free**Descriptors:** Curriculum Development; Employee Attitudes; Occupational Health and Safety; Occupational Information**Abstract:** The purpose of this study was to assess the potential impact of the 1983 Victorian Health and Safety Bill on the training needs of safety officers. A survey of 11 workplaces was carried out and the training needs of safety officers defined. Additional needs which will probably result from the proposed legislation were also identified. The courses currently provided by TAFE in Victoria, in the area of Occupational and Health and Safety were then examined. The principal course is the Certificate of Business Studies (Safety). This appears to satisfy most of the existing needs in the area of safety but does not adequately address broader questions of occupational health. The report recommends developing additional course units in occupational health. These units could be integrated with the existing Business Studies Safety to form the basis of a Certificate course in Occupational Health and Safety. The appendices include: the interview schedule; examples of job profiles; syllabus guidelines.**TD 1360****State Clearinghouse:** VIC 10.17**Gotts A***Business skills survey 1984: the Diploma in Fashion Design and Production.* Geelong Vic: Gordon Technical College, 1984, 49p. Appendix.**Format:** M-fiche**Availability:** VIC TAFE Clearinghouse**Price:** Free**Descriptors:** Business Skills; Career Path Followup; Fashion Industry**Abstract:** The purpose of the study was to make recommendations regarding the business skills which should be taught as a part of the Diploma of Fashion Design and Production and how these skills should be structured. Graduates of the diploma between 1980 and 1982 were surveyed and asked, in the light of their work experience since graduation, to rate a comprehensive list of business skills on a 3 point scale. Employers in repre-

sentative occupations were also interviewed. The survey had a 57% response rate. Findings showed that graduates were evenly distributed between a range of occupations, and it was common for them to have changed from one occupation to another in their work history. The perceived importance of business skills generally varied according to occupation; but some business skills were perceived as important by a majority of graduates: marketing, costing, budgeting and setting up a small business. Recommendations stressed that in developing business studies units for fashion students, a wide range of topics needs to be covered in order to give students a broad general knowledge, to enter any facet of the industry, with a more detailed knowledge being provided, as options in the final year of the course.

TD 1361

State Clearinghouse: VIC 10.18

Arnold C

The Transition education case study final report: commentary with recommendations. West Melbourne: Participation and Equity Program Committee, 1984, 36p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Opinion Papers; Program Evaluation; Transition Programs

Abstract: The Transition Education Case Studies project (TECS) encompassed approximately two years evaluation work within the Victorian Transition Program. The project was completed in May 1983 and included The Case Studies, an interim report and a final report. This commentary is divided into three parts. Part I: The Victorian Transition Program; Background and impact; Part 2: A structure for change; administration and reform; Part III: Curriculum issues; Innovation at the level of projects.

TD 1362

State Clearinghouse: VIC 10.19

Maher K W

Industry training project Hawthorn Vic: Hawthorn Institute of Education, 1984, 11p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Annotated Bibliographies; Information Needs; Trade Courses

Abstract: The project reports on the information needs of TAFE and technical teachers, regarding, for example, functions of the

Industrial Training Commission, provisions of health and safety legislation, features of equal opportunity legislation, industrial awards, expectations of parties involved in the apprenticeship indenture, off the job training programs, prevocational programs. The report includes a comprehensive listing, and a brief elaboration, of some fifty information sources: primary sources, including Victorian Acts of Parliament and regulations; also secondary references.

TD 1363

State Clearinghouse: VIC 10.20

TAFE Educational Services Co-ordinators Association; Hawthorn Institute of Education *Victorian TAFE papers n.2.* Hawthorn Vic: 1985, 69p.

Format: Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Hard Copy (3.00 per individual, 5.00 per institution, cheque payable to Hawthorn Institute of Education)

Descriptors: Equal Education; Periodicals; Prevocational Education; Youth; TAFE

Identifiers: Participation and Equity Program; Telematics

Abstract: The journal offers views on current TAFE issues. This edition is built around provision of educational programs to meet the needs of youth. Articles in No.2 are: PEP in TAFE; Equal access to learning and employment through TAFE; Post-compulsory schooling; Preparatory programs at a country college of TAFE, Blackburn and all that; TAFE and the recognition of overseas qualifications; English for occupational purposes; Foreign doctors; CML in TESL; Future directions for educational technologists; Telematics and TAFE; Simulators in TAFE; Programmable controllers; Ergonomics in TAFE courses; Idiosyncratic evaluation; The Communication skills pilot evaluation project; Writing to learn in teacher education; Information needs of TAFE with respect to industry training; The National TAFE Clearinghouse-Two outsiders' views.

TD 1364

State Clearinghouse: VIC 10.21

Storey G; Guthrie H

Communication skills evaluation project: final report. Melbourne: Royal Melbourne Institute of Technology, 1985, 129p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Communication Skills; Curricu-

lum Evaluation; Student Attitudes; Teacher Attitudes

Identifiers: Behavioural Studies

Abstract: This report presents the findings of the Communication Skills pilot evaluation project. It is concerned with the trial of the core of Communication Skills and of a number of options in five Victorian TAFE Colleges and draws upon responses both from teaching staff and from students as well as other sources. The present report presents the background to the development and subsequent trial of Communication Skills, and describes the methodology used to evaluate the trial. Findings are presented in Chapter 5, a series of conclusions is presented in Chapter 7, and recommendations are presented in Chapter 8.

TD 1365

State Clearinghouse: VIC 10.22

Bell M; Rofe I

Evaluation of the Certificate of Business Studies (Agricultural Secretary). Victoria, Melbourne: TAFE Board, 1984, 62p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Secretaries; Student Attitudes

Abstract: A detailed discussion of the findings of this evaluation can be found in the body of the report. Interviews with past students, teachers and principals at agriculture colleges in Victoria and New South Wales were conducted to evaluate the Agricultural Secretary course. The recommendations are grouped under the following headings: Viability of course; Re-accreditation of course; Location of course; Counselling of students; Co-ordination of course; Entry requirements; Typing skills.

TD 1366

State Clearinghouse: VIC 10.23

Knapp R

TAFE access programs. Melbourne: 1985, 104p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Access To Education; Equal Education; TAFE

Abstract: This study of the equity of Technical and Further Education access programs was conducted at a typical large suburban college in Melbourne, Victoria. It categorises

diverse and numerous programs into five basic types; each type is examined by comparing the physical settings, student selection procedures, curricula, student assessment techniques, types of teachers and program evaluation styles. This leads to a discovery of a relationship between programs, which enables a better understanding of them, and gives the impression that TAFE access programs are well planned and effective. But it also finds there are inequitable aspects. The colleges are using well established methods to reject many potential students, most of whom could benefit from preparatory studies, in an attempt to maintain a preferred college image. However, a case study and a bibliography of a student show that those gaining entry to TAFE access programs are indeed the beneficiaries.

TD 1367

State Clearinghouse: VIC 10.24

TAFE Board Library

Resources in Victorian TAFE colleges (RIVTC): 1984 cumulation. Victoria, Melbourne: TAFE Board, 1985, 131p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Audio Visual Aids; Educational Media; Indexes

Abstract: The resources listed comprise print and audiovisual programs produced by Victorian TAFE colleges and also include some commercial material for which some copyright restrictions may apply, e.g. copyright released to TAFE in Victoria only. Entries are itemised by: title; medium; author; year of production intended; entry level required; synopsis; trialled/validated. Availability is indicated by college code and whether the item is for sale, copying, interlibrary loan, etc.

TD 1368

State Clearinghouse: VIC 10.25

Moorabbin College of TAFE. Training and Development Unit

Review of Computer User Certificate and Computer Operator Certificate: final report May 1984. Victoria, Melbourne: TAFE Board, 1984, 149p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Computers; Data Processing Occupations; Student Attitudes

Abstract: This report completes the review

which was preceded by two reports: Introduction and Literature Review, July 1983 and Results of College Surveys, September 1983. The purpose of the project was to determine whether or not the current Certificates provide the participant with the necessary vocational skills, knowledge and attitudes to be employed and perform adequately, as a computer operator, to identify those areas where the existing Certificates are satisfactory and those areas where they are not satisfactory; to determine the nature and extent of employee acceptance and knowledge of the Certificates. Industry and students past and present of these courses were surveyed. The results of the surveys are included as are the recommendations and conclusions.

TD 1369

State Clearinghouse: VIC 10.26

Gillespie C

Migrant women and access to TAFE. Melbourne: Migrant Resource Centre Melbourne, 1984, 22(24)p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Access To Education; Females; Migrant Adult Education; TAFE

Abstract: This report considers access difficulties for migrant women, and identifies some of the main access problems of women in general that seem to apply particularly to migrant women. It emphasises the needs of unemployed migrant women, those who have been or will be retrenched in response to technological change and structural unemployment and those who may aim to pursue further study and find work, particularly in non traditional occupations. The report argues that there is a need for TAFE funded intensive Womens Access courses with an ESL component specifically for migrant women, based on the TAFE Whitehorse College Womens Access model developed in 1977. The N.O.W. program, an intensive Lifeskills/ESL Access course for migrant women, piloted in Sydney in 1983, could be a useful model for considering course options in Victoria.

TD 1370

State Clearinghouse: VIC 10.27

Victoria. TAFE Board

Annual report 1983-1984. Melbourne: 1984, 41p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Annual Reports; State Depart-

ments of Education; TAFE

Abstract: Reviews undertaken by the Public Service Board in 1982 into the organisation of TAFE and in 1983 into the structure of the Office of the TAFE Board provided the impetus for major changes in the TAFE system in 1983/84. The amendments to the Victorian Postsecondary Act 1978 in June 1983 completed the first step in establishing TAFE's legislative role and function as a sector of tertiary education. The amendments were directed primarily at (a) the role and composition of the TAFE Board and Regional TAFE Boards, (b) the creation of a TAFE Teaching Service and associated Teacher Registration and Appeals Boards, (c) the establishment of a TAFE Accreditation Board, and (d) the relationship between the TAFE sector and the Victorian Postsecondary Education Commission. This report briefly outlines the new organisational structure and the major activities for 1983/1984.

TD 1371

State Clearinghouse: VIC 10.28

Clarke V L

Community control and planning of enrichment programs in rural areas. Warragul Vic: Association of Further Education Committee, 1984, 133p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Rural Areas; Community Education; Community Organisation; Program Development

Abstract: Survey of 33 Local Advisory Committees (LACs) of the Council of Adult Education undertaken for AFEC with TAFE funding. The purpose of the report was to establish a basis for comparison between the LACs of their various approaches to planning and selection of programs. Also to provide a basis of self evaluation of their programs in terms of the particular community they service. Personal interviews with representatives of 33 LACs and 6 case studies were undertaken. Differences between LACs are more important than similarities as they reflect individual responses to communities. Methods of planning and selection of programs, factors which facilitate and factors which hinder programming decisions are examined. Recommendations from the project are that the Community Profile Exercise be undertaken by all LACs and that further research into community evaluation be undertaken.

TD 1372**State Clearinghouse: VIC 10.29**

Hockaday L; Warden K; Houghton J; Reid J
Evaluation of the Hair Sculpture program for Hairdressing apprentices. Melbourne: Flagstaff College of TAFE, 1984, 91p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Cosmetology; Course Evaluation; Employer Attitudes; Student Attitudes

Identifiers: Flagstaff College of TAFE; Hairdressing

Abstract: The report outlines the development of the Pivot Point Hairsculpture program and its adaptation for introduction to the Flagstaff College of TAFE and the Gordon Technical College apprenticeship course. The study comprised three stages: exploratory to identify the major issues concerning the program; data collection; analysis and reporting. Quantitative and attitudinal information was sought by surveying students, teachers and employers using questionnaires and interviews. Recommendations include: summary of the surveys; effect of recommendations of differences between program developments at Flagstaff and the Gordon; students' problems with conceptual material; concept clarified by practical cutting; use of more and younger models; combining cutting with basic styling; increased liaison between colleges and industry. Questionnaires and interview schedules appear in the appendices.

TD 1373**State Clearinghouse: VIC 10.30**

Wright J L

An analysis of the apprenticeship course and technological advances in the dry cleaning industry. Melbourne: Melbourne College of Textiles, 1984, 13p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Data Collection; Laundry Drycleaning Occupations; Occupational Information; Technology

Abstract: A new Dry Cleaning Apprenticeship Syllabus was prepared by the Drycleaning Department of the Melbourne College of Textiles in 1981, and submitted to the Trade Committee for ratification. At the Trade Committee Meeting on the 28 April 1982, discussion centred on new technology being developed in the drycleaning industry. As a result of this, a survey was developed and conducted with the drycleaning industry to

ascertain if any technological changes have, or are expected to take place over a period of the next five to ten years. The purpose of the survey was to gather information to enable the apprenticeship syllabus to be revised where necessary, to include the latest technology.

TD 1374**State Clearinghouse: VIC 10.31**

Cooper J (ed)

Evaluation of the Certificate of Applied Art courses in ceramics and weaving. Victoria, Melbourne: TAFE Board, Mar 84, 115p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Ceramics; Course Descriptions; Course Evaluation; Handicrafts

Identifiers: Tapestry; Weaving

Abstract: TAFE Certificate of Applied Art courses in Ceramics and weaving commenced operation in 1980 as pilot programs. This evaluation was undertaken to establish the ongoing viability of the programs, and to make recommendations regarding operation and expansion. Consultation took place with colleges conducting the programs, students past and present, industry organisations and individuals. This project was funded by a particular purpose grant in 1983 and was edited by Jenni Cooper. The Certificate of Applied Art-Ceramics report was written by Greg Daly and the Certificate of Applied Art-Weaving by Rhonda Millar.

TD 1375**State Clearinghouse: VIC 10.32**

Fraser L

TAFE floristry apprenticeship. Victoria, Melbourne: TAFE Board, 1984, 34p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Apprenticeships; Course Descriptions; Floriculture

Identifiers: Floristry

Abstract: The units in this syllabus are designed to meet the requirements of the Industrial Training Commission of Victoria for the training of Floristry apprentices. The standard course comprises 960 hours of student learning and has been developed as a total package. The syllabus is arranged in a series of units, using various approaches to learning, such as large group lectures, small group instruction and self-paced programs.

TD 1376

State Clearinghouse: VIC 10.33

Jenkins D

An evaluation of women's access programs conducted by TAFE colleges in the state of Victoria. Australia, Canberra: Commonwealth Tertiary Education Commission, 1984, (8)95p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Series: (Evaluations and Investigations Program)

Descriptors: Access To Education; Interviews; Program Evaluation; Womens Education

Abstract: The main purpose of this research was to establish a body of knowledge, to evaluate the programs and to give some directions for the design and implementation of future programs. The material was collected by interview and questionnaire; it is descriptive and statistical. Principals of TAFE Colleges, staff from Women's Access Programs and students were interviewed. Responses of the interviewees to various questions provided the basis for the evaluation. A comparison of the objectives of the programs (what was intended) with the outcomes (what happened) extended this evaluation. The report concludes that Women's Access Programs are successful in removing barriers to education for many women. But, it also stresses that until these barriers are removed system-wide women's access to education in TAFE will remain restricted. The report shows that by starting from the stance of 'where people are at' rather than 'where people ought to be' these programs have succeeded.

TD 1377

State Clearinghouse: VIC 10.34

Snedden J

The Self Directed Learning project: proposal for a pilot group introducing SDL concepts in TOP Psychology in 1984. Chadstone Vic: Holmesglen College of TAFE, 1983, 45p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Educational Strategies; Independent Study; Psychology; Year 12

Abstract: This report presents guidelines for adapting ideals that are basic to self directed learning so that they form the basis for a course in Tertiary Orientation Programs (TOP) psychology. In making such an adaptation it is hoped that the course which emerges will

produce not only successful TOP students but also self directed learners. The report describes the requirements for students; timetables; teacher involvement; the learning contract; outline of the course; pilot project evaluation. The appendices include: student needs questionnaire; evaluation sheet; teacher notes, etc.

TD 1378

State Clearinghouse: VIC 10.35

Clarke V L

Rural women in Gippsland: educational opportunities and needs and employment potential. Victorian College of Agriculture and Horticulture, Warragul Vic: McMillan Campus, 1984, 111p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Educational Opportunities; Employment Opportunities; Females; Rural Education

Abstract: This survey was undertaken to gather information for providers of adult education in rural areas. It was found that girls and women in Gippsland, in theory have access to a wide range of adult education opportunities through tertiary, secondary, technical and community agencies. The major perceived barrier to participation was that of distance. Other problems of time availability, child minding/home duties, lack of transport, cost, farm routine, husband's objections, and lack of confidence were also frequently mentioned as being factors which prevented women/girls from participating fully in educational courses.

TD 1379

State Clearinghouse: VIC 10.36

Victoria. TAFE Board

Guidelines for planning TAFE facilities for basic hospitality skills training. Melbourne: 1984, 48p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Classroom Design; Facility Guidelines; Food Handling Facilities; Food Service Education

Identifiers: Hospitality

Abstract: This project has been undertaken to develop guidelines which will assist TAFE colleges in Victoria to identify, select and establish facilities and equipment appropriate for the provision of short, non accredited hospitality courses. No recommendations are made concerning priorities for establishing

facilities. The guidelines may be used to ensure that facilities and equipment are consistent with legal requirements, industrial standards and practices and sound educational principles. The design features proposed stress flexibility in order to cater for the range of potential courses, the variety of teaching methods likely to be used and the possibility of future expansion. It must be emphasised that the facilities proposed in this study are not intended to meet the requirements for teaching at apprenticeship or certificate level. The facilities are intended to support courses which provide students with basic skills in cookery, food preparation, food and beverage service and related tasks.

TD 1380

State Clearinghouse: VIC 10.37

Ibbotson S E; Uhlmann G L

The impact of changing technology on Dairy Engineering services: report. Victorian Dairy and Food Processing Industry Training Committee Ltd, Melbourne: , 1985, 30p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Agricultural Engineering; Labour Market; Occupational Surveys; Skilled Workers

Identifiers: Dairy Engineering

Abstract: The report was commissioned by the Department of Employment and Industrial Relations to: define problems associated with changing technology that affected both the engineering services of the dairy processing industry and production; define specific training requirements to meet this changing technology; evaluate the employment opportunities within the engineering services; ascertain the career path and development of personnel employed in the engineering services. The report details the findings of the survey, conclusions and recommendations include: type of business by classification; labour force information; training needs; appendices and tables.

TD 1381

State Clearinghouse: VIC 10.38

Holmesglen College of TAFE

Computer Manager Learning Progress report: 1983 pilot project. Chadstone Vic: 1983, 38(47)p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Computer Assisted Learning;

Pilot Projects; Program Descriptions; Trade Courses

Identifiers: Computer Manager Learning

Abstract: Following the adoption of a recommendation from the 'Statewide development of computer managed learning and computer assisted instruction report' (Curwood et al.) a pilot program in Computer Managed Learning (CML) commenced at selected TAFE colleges in 1983. This progress report gives details of the project and the development of hardware and software for the program. Question banks were allocated to each pilot curriculum area based on curriculum profiles in CML for the following trade areas: Electrical; Fitting and Machining; Mathematics; Sheetmetal; Plumbing. Appendices include: curriculum project reports; statewide coordinator interview responses; project documents; staff development reports. It is recommended that the pilot program continue for another year. Other major recommendations are: the curriculum projects be reviewed; the TAFE Board undertake a detailed study into the world trends in CML and Computer Assisted Instruction (CAI); an independent evaluation be conducted as a statewide initiative.

TD 1382

State Clearinghouse: VIC 10.39

Smith K

Child Care-Australian National Core Curriculum Task Force: report of fifth meeting September 1984. Victoria, Melbourne: TAFE Board, 1984, 24p.

Format: M-fiche

Availability: VIC TAFE Clearinghouse

Price: Free

Descriptors: Child Care Occupations; Core Curriculum; Curriculum Development

Abstract: The report presents the proceedings of the fifth meeting of the Child Care Australian National Core Curriculum Task Force. It includes: (a) an overview of the progress of the project from April 1984 to September 1984; (b) feedback on, and alterations to, the second draft of the curriculum document; (c) an introduction to assessment issues; (d) recent developments in child care in each State/Territory; (e) an outline of issues relating to the implementation of new child care curricula.

TD 1383

State Clearinghouse: WA 10.1

Brennan G

TAFE and Aboriginal education: a paper prepared for Australian Association of TAFE Principals. Western Australia, Perth: Technical Education Div, 1984, 28p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Aboriginal Education; TAFE; TAFE Teachers

Abstract: In this paper the author compares TAFE involvement in Aboriginal education in the various States of Australia. He lists some features of State programs and makes a number of recommendations and conclusions.

TD 1384

State Clearinghouse: WA 10.2

TAFE instructional technology: research project. Western Australia, Perth: Technical Education Div, Staff Development Section, 1984, 93p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Educational Technology; Instructional Development; Staff Development

Abstract: This report represents the results of a study undertaken by the author for TAFE staff development. The investigation focused upon needs associated with the application and understanding of instructional technology. The preliminary brief required that the investigation 'address both the theory base and applications of instructional technology to provide directions for future staff development'. In response to the brief, this study presents the current practices and perceptions of the TAFE participants. It also describes the literature review and methodology used by the author and the conclusions reached. A number of recommendations is also made.

TD 1385

State Clearinghouse: WA 10.3

TAFE Aboriginal Access Courses, report 1984: Albany, Balga, Bunbury, Fremantle, Geraldton, Leederville, Midland & Thornlie Technical Colleges. Western Australia, Perth: Technical Education Div, Aboriginal Access, 1984, 89p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Aboriginal Studies; TAFE Students; TAFE Colleges; Subjects (Curriculum)

Identifiers: Aboriginal Access Courses

Abstract: This report gives an overview of the operations of Aboriginal Access for 1984. Each college concerned has presented a report

of the year's activities, which includes subjects taught, student numbers, and any special initiatives or programs. Most include recommendations for the future.

TD 1386

State Clearinghouse: WA 10.4

Locke T C

Evaluation of preapprentice ladies hairdressing course 1984. Western Australia, Perth: Technical Education Div, Apprentice Training, 1984, 11p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Course Evaluation; Work Experience; Selection; Vocational Education

Identifiers: Hairdressing

Abstract: The inaugural Hairdressing Pre-apprenticeship course was evaluated by analysing the course results and employment rate of the students on graduation. The course design was a departure from the standard preapprentice offering. It used extended periods of work experience which were structured to complement institutionally developed skills. Selection procedures incorporated psychological testing and interview and a hand skills test as well as elevated entry levels in certain Achievement Certificate subjects. The evaluation of the course indicated it to be an efficient and effective means of preparing apprentices for this trade. All available graduates were employed at the end of the course on reduced terms and were paid as second year apprentices. The graduates successfully completed two of the three stages of technical training required for the apprentice course with marks comparable to apprentices who had at least twice the period of contact with the trade.

TD 1387

State Clearinghouse: WA 10.5

Western Australia. Technical Education Div. PEP Resources Unit. Forging the links. Perth: 1984, 38p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Youth Employment; Youth Opportunities; Youth Programs

Identifiers: Participation and Equity Program (PEP)

Abstract: This is the report of a conference jointly organised by Technical and Further Education, the Department of Employment

and Training, and the Department of Employment and Industrial Relations. The conference was an attempt to try to review the activities of the various groups involved in funding and delivering employment and training programs for unemployed youth in Western Australia. In particular, the conference tried to review what training and employment activities were currently being run or planned; identify areas of duplication or neglect; and develop strategies to improve the links between projects so that a coherent view of employment opportunities might be presented. Not included are copies of papers presented at the conference or the raw data obtained from the workshops.

TD 1388

State Clearinghouse: SA 10.24

South Australia. Dept of Labour. Training Development Branch

Training needs survey report. Beautician and Beauty Therapist. Adelaide: 1984, 35p. Appendices

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Job Training; Skill Development; Cosmetology; Labour Force Development

Abstract: An investigation into the training needs of the beauty sector in South Australia, attempting to assess the industry requirements regarding training as well as making an assessment of labour market demand for such trained people. One of the major foci is to assess the most acceptable mode of training for these two occupations. This survey arose as a result of a request from the Hairdressers and Cosmetologists Employers' Association of South Australia to the South Australian Industrial and Commercial Training Commission.

TD 1389

State Clearinghouse: SA 10.15

Matthews A P

A profile of adult literacy students in South Australia. Adelaide: 1978, 90p. Unpublished research project as partial fulfilment of the requirements for the Diploma of Teaching at Torrens College of Advanced Education.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Adult Basic Education; Adult Literacy; Basic Skills; Literacy Education

Abstract: This research looks at illiterate

adults who have been assessed and have taken a remedial adult literacy course with the Department of TAFE in South Australia. Information was collected on the background of students taking this course and an analysis of personal and educational aspects was taken in an attempt to identify factors which contributed to their literacy problems. Other parts of this research are contained in separate publications (TD 604 and TD 1390).

TD 1390

State Clearinghouse: SA 10.16

Matthews A P

Personal investigation of the slow learner: the adult illiterate. Adelaide: 1979, 42p. Unpublished research project as partial fulfilment of the requirements for a Unit in Psychology of Adult Learning as part of the Bachelor of Education Degree.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Adult Basic Education; Adult Literacy; Basic Skills; Literacy Education.

Abstract: In this research, two classes undertaking adult literacy were observed and discussions with teachers and students noted. Details include profiles of the students; methods of teaching are commented upon and examples of teaching material included. Other parts of this research are contained in separate publications (TD 604 and TD 1389).

TD 1391

State Clearinghouse: SA 10.17

South Australia. Dept of Labour. Training Development Branch

Business and Commerce Review: Part 1 Student Survey, Part 2 Employer Survey. Adelaide: 1983, (1) 62p., (2) 33p.

Format: M-fiche

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Business Education; Office Occupations Education; Employer Attitudes; Student Attitudes

Abstract: The purpose of the review was to survey 'user' (both student and prospective employer) attitudes and opinions towards the education and training provided by a number of educational institutions in the area of business and commerce. The survey was limited to courses provided by private business colleges and three selected TAFE courses: Business Certificates in Banking and Accounting and the Commercial Certificate. In total, some 1,000 students at TAFE and private business colleges and some 600 employers of these students were surveyed.

TD 1392**State Clearinghouse: SA 10.18**

South Australia. Dept of Labour. Training Development Branch

Training needs survey report: Occupation Electronic Product Wirer. Adelaide: 1983, 16p. Appendices**Format:** M-fiche**Availability:** SA TAFE Clearinghouse**Price:** Free**Descriptors:** Job Training; Industrial Training; Electronics Industry; Electronic Equipment**Abstract:** This project was designed to determine the level and type of training for workers employed on sub-assembly, assembly, wiring and finishing and other tasks associated with the production of electronic equipment and components. The report also attempted to make an accurate assessment of the labour market requirements for skilled workers in this field over a three year period from 1984 to 1986.**TD 1393****State Clearinghouse: SA 10.19**

Hailstone D L; LeDuff G

Evaluation of the TAFE component of the Salisbury City Council job training and job placement program. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 76p.**Format:** M-fiche**Availability:** SA TAFE Clearinghouse**Price:** Free**Descriptors:** Job Placement; Local Government; On The Job Training; Trainees; Transition Education**Identifiers:** Council Administrative Course**Abstract:** Background: The project evaluated the TAFE component of the Salisbury City Council job training and job placement program which was provided under the DTAFE's 1983 Commonwealth funded School to Work Transition program. The program was jointly sponsored by DTAFE, the Department of Labour and Salisbury City Council. It provided an opportunity for unemployed young people to progress from TAFE training to 17 weeks' job placement in various occupations in local government. Nineteen young unemployed people participated in the program. Major findings: The program provided participants with basic skills. The short length of the course restricted the development of higher level skills. The majority of respondent groups commented on the positive benefits of the personal development training on partici-

pants' attitudes and performance. A longer familiarisation period was required at Council for students. A college induction period (before course commencement) was required to enable participants to become fully familiar with the TAFE college environment and staff development. In particular, familiarisation with the work environment of the students should be included in future programs. Trainees were generally positive about the overall education/training job replacement model.

TD 1394**State Clearinghouse: SA 10.21**

Ayles C

Competency based vocational education. 1984 overseas educational project scholarship. Canada and the United States. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 61p.**Format:** M-fiche**Availability:** SA TAFE Clearinghouse**Price:** Free**Descriptors:** Competency Based Education; Study abroad; TAFE; Vocational Education;**Identifiers:** Educational Institutions Overseas; Canada; United States**Abstract:** This report is based on observations made by the author during a study tour of tertiary education institutions involved mainly in vocational education in Canada and the United States during the latter half of 1984. The purpose of the visit was to investigate the design, development, implementation and evaluation of competency based vocational education (CBVE). The first section is a brief overview of the CBVE process. The remainder of the report gives some detail of the ways in which CBVE has been applied in each of the centres visited.**TD 1395****TAFE National Centre: 10.3**

Sandery C

National curriculum projects manual Australia, TAFE National Centre for Research and Development, July 85, 1985, 31p. ISBN 086397001X**Format:** Hard Copy**Availability:** TAFE National Centre for Research and Development**Price:** Hard Copy (3.00)**Descriptors:** Administrative Organisation; Core Curriculum; Curriculum Design; Curriculum Development; Management**Abstract:** This manual was prepared in cooperation with the Curriculum Projects Steering

Group of the Conference of TAFE Directors to assist persons working on national curriculum projects. It gives an overview of the administrative structure within which the projects operate, details of project management, processes and outcomes.

TD 1396

State Clearinghouse: NSW 10.34

Aboriginal Education Unit

TPC Tertiary Preparatory Course information. New South Wales, Sydney: Dept of Technical and Further Education, 1985, 7p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Aboriginal Education; Access To Education; Course Descriptions; Nontraditional Students

Abstract: The Tertiary Preparatory Course is an attempt at a fuller realisation of Equal Opportunity principles in that it seeks the achievement of the skills and confidence necessary for successful tertiary study and increased employment opportunities for Aboriginal adults. Subjects are of 36 weeks' duration with students required to complete the 5 subjects (Communication and Aboriginal Literature, Australian History, Australian Society, Mathematics for the Humanities, Legal/Media Studies). Tertiary study techniques and development of students' ability to direct their own learning have been incorporated; lectures, tutorials and seminars are therefore a feature of the new course. The major mode of assessment will be the learning contract. Guidelines for the development of learning contracts and staff student reference materials are appended.

TD 1397

State Clearinghouse: NSW 10.35

Butterworth P

Is there an optimal economic size for TAFE colleges in NSW? New South Wales, Sydney: Dept of Technical and Further Education, 1985, 29p. plus bibliographies.
ISBN 0724080902

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Surveys and Evaluative Studies Division (Occasional Paper n.1)

Descriptors: Economic Research; Educational Economics; TAFE Colleges

Abstract: This study set out to examine the size/expenditure relationship of NSW TAFE

college operations and determine if there is an optimal economic size for NSW TAFE colleges. Data was collected from approximately half of NSW TAFE colleges using 1983 information and a figure for Estimated Full Time Students (EFTS) per college was chosen as an appropriate measure of college size. Financial data related to the 1982/83 and 1983/84 financial years. A total annual college expenditure was arrived at and was then divided by its total college EFTS to obtain total college expenditure per EFTS in 1983. The study failed to find any significant relationship between the size of NSW TAFE colleges and total expenditure per EFTS, i.e. economies of size do not appear to exist in NSW TAFE colleges.

TD 1398

State Clearinghouse: NSW 10.36

Butterworth P

Outreach and non-formal education programs: change of agent or agent of change? Sydney: New South Wales, Dept of Technical and Further Education, 1985, 21p. plus appendices, bibliography.
ISBN 0724080988

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Surveys and Evaluative Studies Division (Occasional Paper n.2)

Descriptors: Classification; Nonformal education, Outreach programs; TAFE

Identifiers: New South Wales; South East Asia

Abstract: This paper illustrates the application of a TAFE course classification system to classify Outreach programs in NSW and a variety of nonformal education programs from South East Asian countries. NSW Outreach courses are discussed in the context of non-formal education and compared with a selection of nonformal South East Asian programs. A critique of the programs is provided and areas of similarity and differences are highlighted.

TD 1399

State Clearinghouse: NSW 10.37

Ernst S; Barbour N

The role of TAFE in the provision of facilities and courses in horticulture for the elderly and disabled and those involved in their welfare. Sydney: New South Wales Dept of Technical and Further Education, 1985, 19p. plus appendices, tables, bibliography

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Disabilities; Horticulture; Needs Assessment; Older Adults; Rehabilitation Programs

Abstract: This report investigated the use of horticulture as a rehabilitation medium, the potential or need for courses in horticulture for disabled and elderly persons and how TAFE may provide for these needs. Five questionnaires were distributed, each adapted to the recipients, but with a basic core of questions regarding the use of horticulture and the needs of the recipients. Questionnaires were sent to all heads of NSW occupational therapy departments, selected sheltered workshops and nursing homes, senior citizens' groups, disabled or elderly people not associated with institutions and diversional therapists at a weekend workshop. The exercise stimulated an overwhelming interest in horticulture as a treatment medium and leisure activity for the disabled and elderly and it is recommended that TAFE provide courses for teaching horticulture in the institutions using TAFE staff as well remaining a communication link for those involved in horticulture for the disabled and elderly.

TD 1400

State Clearinghouse: NSW 10.38

Fowler C

Adult access to industry: pilot project-electrical. Sydney: Petersham College of TAFE, 1984, 40p. plus bibliography, appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: Adult Vocational Education; Electrical Occupations; Employment Opportunities; Needs Assessment; Nontraditional Students

Identifiers: Petersham College of TAFE

Abstract: The aims of this pilot project were to investigate the sorts of employment opportunities available within the electrical industry, identify groups within the Petersham College of TAFE catchment area who could benefit from educational training and retraining programs in the electrical industry and develop a strategy for the implementation of programs which could be applicable to other TAFE schools and units. Information was gathered from telephone interviews and a literature search. The findings support the contention that there is a need to facilitate the access to employment of mature aged people, particularly those from a non English speaking background, through the provision of TAFE courses which meet their perceived needs.

TD 1401

State Clearinghouse: NSW 10.39

TAFE Women's Coordination Unit
Information papers. New South Wales, Sydney: Dept of Technical and Further Education, Mar 85, 1-18p; 2-5p; 3-3p; 4-3p; 5-6p; 6-5p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Information papers

Descriptors: Females; TAFE Students; Vocational Education; Womens Education

Identifiers: Child Care; Preapprenticeships

Abstract: These 6 papers cover issues relating to women's education and TAFE. (1) 'Women in TAFE: a statistical overview' presents TAFE enrolment statistics for 1983 and begins to answer the questions of who TAFE female students are and what they are studying. (2) 'TAFE educational programs and women: an overview' outlines specialist courses available for women as TAFE recognises the need to broaden women's options in education, vocational education and employment. (3) 'Pre-apprenticeships and women: selection and target participation policies'. (4) 'Research into women's education in TAFE: directions and priorities'. (5) 'Staff development and women's education in TAFE', looks at staff development as an integral part of opportunities for women. (6) 'Child care services program in TAFE (NSW)'.

TD 1402

State Clearinghouse: NSW 10.40

TAFE Women's Co-ordination Unit
TAFE Women's Co-ordination Unit 1984 staff development report program 1: issues for women in TAFE. New South Wales, Sydney: Dept of Technical and Further Education, 1984, 20p. (appendix 1); 21p. (appendix 2); 21p. (appendix 3); 28p. (appendix 4).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: TAFE Women's Co-ordination Unit 1984 staff development report program 1

Descriptors: Policy; Staff Development; TAFE; Womens Education

Abstract: In 1984 the TAFE Women's Co-ordination Unit conducted several issue based staff development workshops. These were designed to examine particular problems affecting women in TAFE courses, to disseminate information on policies and practices relevant to the issues and to provide partici-

pants with practical strategies to deal constructively with such problems. The workshops dealt with: (1) the needs of women from non English speaking backgrounds, (2) girls in trades, (3) Aboriginal women in TAFE and (4) sex based harassment of TAFE students.

TD 1403

State Clearinghouse: NSW 10.41

TAFE Women's Co-ordination Unit
TAFE Women's Co-ordination Unit 1984 staff development report program 2: industry seminars. Sydney: New South Wales Dept of Technical and Further Education, 1984, 17p. (appendix 1); 31p. (appendix 2); 43p. (appendix 3); 38 p. (appendix 4); 21p. (appendix 5).

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: TAFE Women's Co-ordination Unit 1984 staff development report program 2

Descriptors: Access To Education; Females; Industry; TAFE Students

Identifiers: Rural Industry

Abstract: In 1984 the TAFE Women's Co-ordination Unit held a series of five programs which examined the position of women in various industries. The activities analysed the views of employers, unions and TAFE staff on the participation of women in the industry, the barriers facing women seeking to train or retrain and work in the industry and developed educational strategies to promote the access of women to the full range of occupations within the industry. The industries dealt with were (1) engineering, (2) data processing, (3) clothing and textiles, (4) rural, (5) building and construction industries.

TD 1404

State Clearinghouse: NSW 10.42

Wood K
Multicultural Access Centre library: a resource list 1984. Sydney: TAFE Multicultural Access Centre, 1985, 96p.
ISBN 073050445X

Format:

Availability: NSW TAFE Clearinghouse

Price: Free

Descriptors: English (Second Language); Multicultural Education; Resource Materials

Identifiers: English for Specific Purposes Programme (ESP); Multicultural Access Centre (MAC)

Abstract: A follow on to 'Multiculturalism in TAFE: a resource list', this list identifies titles purchased under the Commonwealth funded

English for Specific Purposes Program for the Multicultural Access Centre Library as well as 15 college libraries identified as 'significant' in terms of student population for the ESP Program. The single alphabetically arranged listing gives bibliographical and price information for titles. Items include bibliographies, directories, dictionaries, ESL and ESP courses, texts on multiculturalism and cover print and non print materials.

TD 1405

State Clearinghouse: NSW 10.43

Runcie B

Inspection of computerised systems in the Technical Services Division of the University of NSW Library with special emphasis on the Australian Bibliographic Network (ABN), a national centralised cataloguing system. Sydney Technical College, Sydney: Div of Humanities/Library Practice, 1985, 78p.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Staff Development Project Fellowship Report

Descriptors: Library Automation; Library Catalogues; Library Networks; Online Systems

Identifiers: Australian Bibliographic Network (ABN); University of NSW Library

Abstract: ABN: This report describes activities undertaken during six weeks' training in the ABN system. Cataloguing tasks such as finding and changing records, inputting of original cataloguing and authority work were carried out. The duties of UNSW library staff using ABN were examined, which indicated that many of the tasks presently performed by librarians could be satisfactorily performed by library technicians. Implications of automation of library procedures for the NSW Library Technician Certificate Course syllabus were noted and recommendations made for a change in emphasis to be taken into account at the next course review.

TD 1406

State Clearinghouse: NSW 10.44

White R

Venice restoration course. Sydney Technical College, Sydney: School of Building, Painting and Decorating, 1984, 41p. plus appendices.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: Staff Development Project Fellowship Report

Descriptors: Architectural Character; Building Trades; Facility Improvement; Study Abroad

Identifiers: Painting and Decorating; Restoration; Venice

Abstract: This report outlines the author's participation in a twelve week course in restoration for painters at the European Centre for Training Craftsmen in the Conservation of the Architectural Heritage in Venice. Subjects included the history of architecture, building materials, survey, drawing, Italian, and concepts of conservation. Practical tuition was a combination of workshop and onsite projects as well as numerous excursions to Venetian buildings. Many building and decoration techniques used in Australia are of European origin and the skills, information and ideas brought back are being utilised in TAFE painting and decorating courses.

TD 1407

State Clearinghouse: VIC 10.40

Claydon L F (ed)

Education technical and personal; closing the gap in TAFE. La Trobe University, Bundoora Vic: School of Education, 1984, 151p.

Format: M-fiche Hard Copy

Availability: VIC TAFE Clearinghouse

Price: Hard Copy (6.50, cheque payable to La Trobe University, School of Education, Bundoora Vic 3083); M-fiche (Free)

Series: Bachelor of Education Task Force Report n.10

Descriptors: Education Work Relationship; Student Attitudes; Technology; Youth Programs

Identifiers: Work and Engineering Program (WEP)

Abstract: This report describes a project in a technical college seeking to provide a technical and general foundation for youth who have lost their way between school and work and are consequently unable to enter regular apprenticeship or trade courses. The team looked at the relationship between education and work, the students and what and how they were taught. The appendices contain the Work and Engineering Program syllabus, course outline, transcript of student interviews, sample of student survey and explanation of the methodology.

TD 1408

State Clearinghouse: WA 10.6

Pimley P

Sale by sample: its effect on the Woolclassing Certificate practical assessment and clip inspection methods in Western Australia. Fremantle: Fremantle College of TAFE, 1984,

13p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Agricultural Skills; Testing

Identifiers: Woolclassing

Abstract: This paper outlines how technology in wool marketing created a need for a review of practical examinations for the Certificate in Woolclassing in Western Australia. It gives an overview of the existing format, and suggests alternative approaches that might be considered to maintain an evaluation standard acceptable to the Wool Industry.

TD 1409

State Clearinghouse: WA 10.7

Pimley P

A review of the evaluation format for the final practical woolclassing examination in Western Australia. Fremantle: Fremantle College of TAFE, 1984, 23p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Agricultural Skills; Testing

Identifiers: Woolclassing

Abstract: Woolclassing lecturers in Western Australia expressed the view that the evaluation system for the Woolclassing Certificate should be reviewed. This, together with industry changes, prompted a micro study to be conducted. This paper reports the outcome of the study conducted throughout two sections of the wool industry and students and lecturing staff of TAFE in Western Australia. The results of the opinions held by the people in each sector were solicited by means of a questionnaire which is analysed and the findings are detailed, together with the recommendations that should be considered for future final practical woolclassing examinations for the Certificate in Woolclassing in Western Australia.

TD 1410

State Clearinghouse: WA 10.8

Luha A; Luha G

Use of the Dimension Authoring Language to develop some programs for teaching literacy skills to adult migrants learning English as a Second Language. University of Western Australia, Perth: Dept of Education, 1984, 20p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Migrant Adult Education; English (Second Language); Computer Assisted Teaching

Abstract: This report reviews a CAI project to teach literacy skills to students learning English as a Second Language, from the point of view of the computer systems development. Objectives of the study were: to develop ten programs to help the teaching of English as a Second Language to Adult Migrants; to concentrate on the lower level students whose ability was rated as O on the ALPRS scale; to examine different approaches and techniques over a relatively broad spectrum of abilities; to develop computer programs using the language DAL (Dimension Authoring Language) to run in conjunction with GIGI terminals in a VAX/VMS environment.

TD 1411

State Clearinghouse: WA 10.9

Duffill C

Linkage and progression in a comprehensive youth policy: one view. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resources Unit, 1985, 25p.

Format: M-fiche

Availability:

Price: Free

Identifiers: Youth Policy

Abstract: This report looks at youth policy in Australia, in light of the recent report by the Committee of Inquiry into Labour Market Programs (Kirby Report). It points out that Australia does not have a youth policy derived from a single statement of educational, social and economic objectives, but rather a collection of programs which have been implemented without regard to integration or co-ordination. It is concerned neither with the whole youth population nor with the whole range of youth issues, but is essentially targeted towards a select minority of disadvantaged youth. The report recommends methods of approaching a more comprehensive youth policy. It also suggests greater co-ordination could also be achieved through 'linkage', a designed association between programs, to promote progression of youth through an integrated developmental continuum.

TD 1412

State Clearinghouse: WA 10.10

Thorogood R

Youth policy-Participation and Equity: an Oslo lunch for all. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resources Unit, 1985, 20p.

Format:

Availability:

Price: Free

Descriptors: Youth Programs

Identifiers: Youth Policy

Abstract: This paper examines the contribution that TAFE/PEP can make to the development of a comprehensive youth policy for all young people. It suggests that TAFE/PEP has the expertise to influence many other kinds of youth programs by working in partnership with them and by acting as a link between education, labour market and new enterprise programs. This paper also looks at ways that TAFE can best help young people to develop skills to function effectively in the labour market or in alternative life styles.

TD 1413

State Clearinghouse: WA 10.11

Kingsley A

Employment based Youth Policy/Industrial Liaison Officer. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resources Unit, 1984, 9p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Transition Education; Youth Programs

Abstract: In this paper employers and other organisations which have an interest in the problems of unemployed youth were surveyed to obtain their comments and attitudes to the current TAFE educational system and preparation of Youth for the Work Force. Recommended were 'Bridging the Gap' (BTG) projects to stimulate the business community to a greater awareness of the unemployment problem, and the appointment of liaison officers attached to TAFE to work with industry/commerce employers.

TD 1414

State Clearinghouse: WA 10.12

Thorogood R

A research to the report Labour Market Programs. Western Australia, Perth: Technical Education Div, Participation and Equity Program Research Unit, 1983, 10p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Youth Programs

Abstract: This report is a critique of the Kirby Report which it claims is already out of date.

and does little for young people in terms of employment generation. It feels that overseas experiences of linkage arrangements for employment and training have been ignored. This paper recommends the setting up of local economic development and training councils for the development of comprehensive youth policy arrangements.

TD 1415

State Clearinghouse: WA 10.13

Ladbrook D

Disadvantaged youth in an isolated region: towards a youth policy for the Eastern Pilbara. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resource Unit, 1985, 124p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Aboriginal Youth; Disadvantaged Youth; Youth Programs

Identifiers: Youth Policy

Abstract: This report was commissioned by the Director of Hedland College to establish a rationale, framework and proposal for a youth policy to guide the development of the College's program for young people. It looks at the current and potential supply of jobs and opportunities in the Eastern Pilbara, with particular reference to disadvantaged youth and the youth support services available within the region. The remoteness of the area, the large Aboriginal population and the lack of traditional type jobs provide the college with unique problems which must be considered when formulating any youth policy. The College is looking at a number of options including working in the labour force, alternative lifestyles, voluntary involvement in human services, self employed activities, progression in education, and home based leisure.

TD 1416

State Clearinghouse: WA 10.14

Meegan G

An evaluation of the 1984 Industrial Assistants-Foundation for Employment Course. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resources Unit, 1984, 42p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Youth Programs; Job Skills

Identifiers: Industrial Assistants.

Abstract: This paper evaluates the Founda-

tion for Employment-Industrial Assistants Course that was held at Fremantle Technical College in 1984. The course was designed to improve the employability of youth by providing training in basic trade skills, an ability to drive vehicles and use of materials handling equipment. Social and life skills were incorporated as well as basic numeracy and literacy units and a computer component. Both staff and students were interviewed two months after the completion of the course and it was found that 75% of those students interviewed had obtained employment and were using the skills they had learnt during the course. Suggestions are made for improving future courses.

TD 1417

State Clearinghouse: WA 10.15

1984 annual report of the Participation and Equity Program in TAFE Western Australia. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resources Unit, 1984, 25p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Link Courses; Transition Programs; Youth Programs

Abstract: During 1984 TAFE PEP have developed and implemented programs for approximately 2000 students in over 125 full time courses plus part time courses and link and integrated courses designed to interface with the secondary school system. In addition to facilitating the development of new courses for the 15 to 24 year olds, PEP funding has enabled TAFE in Western Australia to develop a central resource team of Educational Officers and Counsellors (the TAFE PEP Resources Unit) which provides curriculum research and evaluation support to new courses, liaison with schools and other community groups and staff development programs. During the year, various regional initiatives have been implemented including Northam EPUY-Farm Machinery Youth Policy; Kalgoorlie Regional Youth Policy; Hyden Farm Course; Horse Handling (Bunbury) as well as community based and specific vocational courses.

TD 1418

State Clearinghouse: WA 10.16

Sutton J; Storey A

Multiple funding source options. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resources Unit, 1984, 132p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Private Financial Support; Educational Finance

Abstract: This report investigates the major factors involved in private enterprise welfare spending in the United States. Business attitudes in the United States are compared with those of a group of companies operating in Perth to explore the extent to which the American situation is relevant here. The report details results of a survey of company attitudes to the sponsorship of education related projects. Although the sample group is small, this survey reveals a consensus on several issues relevant to TAFE. In particular, the information has been used to assess several PEP courses with regard to their suitability for private funding. This information leads to a set of recommendations for TAFE to consider.

TD 1419

State Clearinghouse: WA 10.17

Goldsworthy D

Job creation and TAFE transition: a discussion paper. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resources Unit, 1983, 14p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Business Education; Entrepreneurship; Job Development

Abstract: This report looks at recent developments within TAFE Transition Courses and describes three of these courses which are designed to help young people develop the basic skills necessary to establish a small business. It also lists some of the existing resources relating to business skills that are available and some of the organisations who are providing opportunities for unemployed people.

TD 1420

State Clearinghouse: WA 10.18

Project Fullemploy: a UK employer response to unemployment and training. Western Australia, Perth: Technical Education Div, Participation and Equity Program Resources Unit, 1985, 16p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Disadvantaged Youth; Job Training; Youth Programs

Abstract: Project Fullemploy was set up by a

group of UK businessmen who were concerned with the problems faced by disadvantaged youth. In 1977 Project Fullemploy began running short training courses devoted to improving the skills of literacy, numeracy and social and life skills. The majority of participants have been unemployed for at least two years and have no school certificate or other qualifications. The courses are run by professionals, many seconded from industry and commercial organisations. Funding comes partly from Government and partly from sponsoring companies, who not only provide money and premises but also take trainees on work experience and where possible employ trainees at the completion of the course.

TD 1421

State Clearinghouse: WA 10.19

Pimley P

Education for Additional Measurement and beyond. Fremantle: Fremantle College of TAFE, 1984, 68p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Agricultural Skills; Recurrent Education

Abstract: This paper outlines the events that led up to the adoption of Objective Measurement of Wool and Sale by Sample by the wool industry and discusses the problems associated with the change and the education of wool industry personnel during that era. It suggests that similar problems will be experienced with the implementation of the Additional Measurements leading to Sale by Description unless specific educational strategies are followed. It recommends that the systematic approach proposed by Derek Rowntree be used as a model from which the instruction could be designed. It cites a need for the Australian Wool Corporation to play a role in educating the manufacturing sector, both in Australia and overseas, in the uses of the new measurements, and recommends recurrent training courses be designed with provision for including the new information in the current syllabi for certificate courses in Sheep and Wool and Woolclassing.

TD 1422

State Clearinghouse: WA 10.20

Jacobs D

Review of the administration of the Adult Migrant Education Service and the Advanced English Language Program. Western Australia, Perth: Technical Education Div, Planning and Statistics Section, 1985, 49p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Migrant Adult Education; English (Second Language)

Abstract: This report looks at the Adult Migrant Education Services (AMES) and the Advanced English Language Program (AEP) and makes a number of recommendations for alternative structures and processes which will provide adequate and appropriate learning opportunities for AMES and AEP students; provide adequate and appropriate administration and support; enable AMES and AEP to be administered under one structure; provide a promotional structure for teaching and administrative officers in the service. The paper shows how alternative structures can be established within the existing regulations, and agreed procedures, and be financially efficient.

TD 1423

State Clearinghouse: WA 10.21

Jacobs D; Hastings S

Trends in TAFE: some trends in the activity of the Technical Education Division 1975-1984. Western Australia, Perth: Technical Education Div. Planning and Statistics Section, 1985, 43p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Educational Finance; Enrolment Trends; Statistical Data

Abstract: This publication presents some basic trends in TED data selected from the annual Statistics of the Technical Education Division for the years 1975-1984 which is prepared by the Planning and Statistics Section. Graphs are used to obtain an overview of how the basic parameters of the Technical Education Division have changed in the last ten years.

TD 1424

State Clearinghouse: WA 10.22

Statistics of the Technical Education Division, 1984. Western Australia, Perth: Technical Education Div. Planning and Statistics Section, 1985, 110p.

Format: M-fiche

Availability: WA TAFE Clearinghouse

Price: Free

Descriptors: Enrolment Trends; Statistical Data

Abstract: The statistics in this bulletin were derived from the annual 1984 TAFE statistical collection and include summary of insti-

tutions; enrolments; age and sex of students; staff and teaching effort; expenditure; summary of colleges; vocational students. Enrolment and staff data relate to the 1984 teaching year, expenditure data relate to the 1982/83 and 1983/84 financial year.

TD 1425

State Clearinghouse: SA 10.13

Ward B J

Educational needs analysis for proposed capital works project for the Tea Tree Gully College of TAFE. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 33p.

Format:

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Demography; Enrolment; Facility Planning; Needs Assessment; Program Development

Identifiers: Tea Tree Gully College of TAFE; Gilles Plains College of TAFE

Abstract: The decision had already been taken that specified educational programs would be provided in new facilities at Tea Tree Gully in Adelaide's growing north-eastern suburbs. The purpose of the analysis was to generate well argued estimates of likely future enrolment numbers in the selected programs to assist the development of designs for the necessary facilities. Using data at the level of local government and post code areas, official population projections and recent enrolment patterns were brought together to produce a range of estimated future enrolments. Account was taken not only of demographic change but of the geographic distribution of students by place of residence, and also of the near neighbour college at Gilles Plains. The two colleges will work in tandem to serve the region with complementary programs thus avoiding unnecessary duplication of facilities or effort.

TD 1426

State Clearinghouse: SA 10.14

Lee J

Hills College Review. Directions for the future. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 122p.

Format:

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Community Characteristics; Facility Planning; Needs Assessment; TAFE Colleges

Identifiers: Hills College of TAFE

Abstract: The study was undertaken to assess the needs of the community served by the Hills College of TAFE, given its gradual transition from a predominantly rural to an increasingly suburban/hobby farming community which has brought with it an associated growth in service industries. The study has included the following areas of analysis: (a) a statistical description of the community served by the College; (b) an exploration of community needs through field study; (c) a study of the college program 1981-84; (d) projections of future enrolments at the college to 1991. The final sections of the report draw the analyses together in an effort to identify future directions for the further development of the college.

TD 1427

State Clearinghouse: SA 10.20

Grosvenor J S; Metcalf P A

Female participants in vocational education programs for traditionally male trades. Small scale research on perceptions by students and staff. South Australia, Adelaide: Dept of Technical and Further Education, 1985,

Format:

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Case Studies; Educational Alternatives; Introductory Courses; Nontraditional Students; Trade Courses; Womens Education

Identifiers: Introductory Trade Courses for Young Women.

Abstract: The report describes a small scale research project which investigated the experiences and perceptions of three former students of the Introductory Trades Course for Young Women program. These courses, provided by the South Australian Department of Technical and Further Education were aimed at introducing young women to traditionally male apprentice based vocations. The purpose of the research was to provide TAFE staff with some case study information that would contribute to their provision of educational opportunities in non traditional vocations. The approach selected to elicit the students' views was based on George Kelly's 'Theory of Personal Constructs and Repertory Grid' (1955). A response to the students' perceptions presented in Section 3 was sought from those staff within the Department and the TAFE colleges who had experience and responsibilities in the area of trade education. These are presented in Section 4 of the report. The concluding section of the report identifies some research issues, including possible future fields of inquiry.

TD 1428

State Clearinghouse: SA 10.22

Hall T M

Criteria for the evaluation of computer software—the development of an evaluation form. Adelaide: Kensington Park College of TAFE, 1985, 13p.

Format:

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Computer Programs; Computer Assisted Learning; Evaluation Criteria; Evaluation Methods.

Abstract: Criteria for the evaluation of computer software for Computer Assisted Learning are discussed, and incorporated in an evaluation form. The focus is on aspects of program design which increases the level of interactivity between the user and the computer. The evaluation form (included as an appendix) can be printed on both sides of a single A3 page, and allows for the comparison of similar programs by the allocation of a score.

TD 1429

State Clearinghouse: SA 10.23

Sladden J R

Perceived needs for staff development in educational management and administration for middle managers in colleges of Technical and Further Education. South Australia, Adelaide: Dept of Technical and Further Education, 1985, 172p.

Format:

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: College Administration; Educational Administration; Staff Development

Abstract: This report aims to identify general categories and specific areas of perceived need for staff development in educational management and administration for middle managers, and the delivery systems which are seen to be most important. In addition, it attempts to differentiate the perceived needs between the middle managers by categories of demographic variables. The main characteristics of the changing environment in which the TAFE system operates, and the characteristics of the system as an organisation, which affect the middle manager, are described and interpreted. A review of management and administrative literature has been undertaken to relate the staff development needs as identified by Professor Lindsay Mackay in 1978 to the main elements of management and administration contained in major texts. The

study is based on a survey questionnaire, and conclusions are drawn which identify the pattern of perceived needs for staff development, the perceived priority of staff development systems to meet these needs, and the relative importance of perceived constraints to such staff development. Suggestions for further research in the area to complement and add to the findings of this study are presented.

TD 1430

State Clearinghouse: SA 10.25

South Australia. Central, Schools/TAFE Coordinating Committee
Schools/TAFE curriculum co-operation: the next step. 1985, 46p.

Format:

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: College School Cooperation; Cooperative Programs; Subject Coordinators

Identifiers: Schools/TAFE Interface; Curriculum Cooperation.

Abstract: This collection of papers was presented at the Schools/TAFE Curriculum Co-operation Conference held on June 24 to 25, 1985 at Regency Park College of TAFE. The aims of the conference were to: (a) examine and discuss the underlying principles of schools/TAFE activities; (b) examine various State and interstate curriculum models of co-operation and evaluate their suitability and usefulness to specific requirements; (c) to develop and encourage ongoing interchange, generation and discussion of ideas and issues between schools and TAFE personnel work-

ing together in the field; (d) to scrutinise existing management structures and roles together with possible options to develop clear workable structures appropriate for the given area.

TD 1431

State Clearinghouse: SA 10.26

Davis M

Vocational training for women in the United States. Canberra: Australian-American Educational Foundation, 1984, 64p.

Format:

Availability: SA TAFE Clearinghouse

Price: Free

Descriptors: Affirmative Action; Equal Opportunities (jobs); Job Training; Vocational Education; Womens Education

Identifiers: Equal Opportunities Unit

Abstract: This report was written following a visit to the United States to examine vocational entry programs for women. The study is not restricted to educational institutions since training is provided by both profit and non profit organisations. Analysis is made of the role that the public and private sector play and the impact of affirmative action legislation. The provision of support services which acknowledge the special needs of women is another area of investigation. The impact of formal and informal networking on the provision and nature of courses in the area under study was considerable. A considerable number and wide variety of organisations were visited and this contributed to the conclusion that there is a very diverse and creative response to training women for placement in the workforce in the United States.

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